



Reimbursement Invoice

Last Name*, First Name*:

Street*:

Postal/Zip Code*, City*:

(Please make sure to enter your **private address**.)

Country*:

Telephone:

E-Mail*:

Bank Name* (applicant and account owner must be identical):

Account number*:

Bank Code (BLZ):

Swift (BIC)-Code*:

IBAN-Code / Routing number*:

Name of conference / activity*:

*mandatory field

Travel Costs (please attach all original receipts)

Train:

Flight:

Public Transportation:

Personal Car (0.20 Euro per km*):

* Please include a Google Maps map with the exact km indication from the place of departure to the destination

Other:

Total Euros:

Total Other:

I guarantee that the travel costs listed above will be neither requested nor reimbursed from another source.

Date/Location*

Signature*

Please note that unfortunately...:

- ...we can only accept originals (no copies/ scans); online (boarding) tickets and reservations are accepted. Please also attach all your boarding passes!
- ...we cannot reimburse any business/first class flights or first class train tickets
- ...the maximum amount for hotel invoice reimbursements is 100,- € per day
- ...we cannot reimburse any food or restaurant bills and personal expenses
- ...the reimbursement deadline is within **6 months** after the event

Please print, sign and return to

Institute for Advanced Study
 Technische Universität München
 Lichtenbergstraße 2 a
 85748 Garching, Germany

Tax Declaration

regarding status as *taxable person* (“Unternehmer” within the meaning of § 2 of the German sales tax law [UStG]) and *establishment of the supplier* pursuant to § 13b UStG

This tax declaration is applicable to all services provided by a foreign supplier, in particular services provided by visiting scholars, services in the form of guest lectures, translation services and artistic performance, and must be submitted to:

Finanzbuchhaltung/Zahlstelle of ZA 3 or ZA 8,
together with the original invoice and a payment request form

I/we (name/address of provider) _____

herewith declare to Technische Universität München (TUM)

that for the period from _____ to _____

remuneration in the amount of _____, comprising
a fee of _____ and / or travel costs and expenses of _____,
has been agreed upon

for the following services provided by me/us:

- visiting scholarship** (research stay / no employment with TUM)
- guest lecture** (teaching as self-employed teacher/lecturer within the context of scholarly teaching)
- public lecture** (single lecture at an TUM Event)
- scientific consultation**
- translation services**
- artistic performance**
- other** _____ (please specify)

I/we provide/will provide these services within the meaning of § 2 UStG (German sales tax law)

in the capacity of a taxable person (“Unternehmer”)

non-taxable person (activity not intended for repetition)

If taxable: I am/we are registered in Germany abroad

with (name of tax office) _____

under the tax declaration number (“Steuernummer”) _____

The services were/will be provided in Germany abroad.

The services are protected by copyright yes no.

(date/location)

(signature)