

## 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\* (if applicable):**

\_\_\_\_\_

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)