Universität Regensburg

Application for payment of travel expenses and fees for guest lecturers and other guests of the University of Regensburg

The payment is to be made to the following person:
(from 1.000 € guest lecture flat rate please settle via fee contract):

surname, forename:	
home address:	
Date of birth:	
Tax identification nr:	
Title of lecture or reason for visit:	
Date of lecture or visit:	
lecture fee:	
account holder:	
Bank:	
IBAN:	
BIC:	
travel expense receipts such as train, flight, hotel (please enclose):	

Receipt for cash payment / amount received

(only required for cash payment):

_____   _____

signature of payee   Date

Responsible chair (for example chair or central institution)

_____

Please enter the e-mail address to which the application should be sent via LUCOM for account assignment and subsequent confirmation

_____

Please send this application by e-mail (only in PDF format) to:

rechnungsregistratur(at)uni-regensburg.de
or by internal mail to:
Abteilung II/51 Rechnungsregistratur

Please note:
For payments to guests resident abroad, please attach the annex to the payment order for payments to guest lecturers / guest scientists / other guests resident abroad to the application.