



AGREEMENT ON GUEST LECTURE WITHOUT REMUNERATION /TRAVEL EXPENSES ONLY

AGREEMENT NO.: _____,GV._____,_____

(please quote) (department no.) (year) (consecutive no., 3 digits)

ORDER NUMBER OF THE INSTITUTE/FACILITY: UHD _____

(please quote)

The **Universität Heidelberg**, Seminarstraße 2, 69117 Heidelberg, executing institution

name of institution _____

street address _____

postal code city _____

represented by the Rector, herself represented by the director of institution / head of project

name surname _____

hereinafter university

and the **guest lecturer**

name surname _____

street address _____

postal code city _____

country _____

date of birth _____

tax no. / VAT ID no.* _____

bank information bank _____

full address** _____

routing no.** _____

account no.** _____

IBAN _____

SWIFT/BIC _____

hereinafter guest lecturer

consent to the following terms of agreement:

* only for residents of Germany or EU member states

** Please supply these compulsory information for non-European based banks

The guest lecturer receives no remuneration for his guest lecture in the context of the following course.

course name _____
subject of the lecture _____

place and date _____
time and duration _____

Travel expenses will be reimbursed on verification. Please enclose copies of the bills to do so.

The university is obligated to report these payments to the tax office in accordance with the transaction reporting regulations (§ 93a Revenue Code).

Conditions

- (1) The guest lecturer gives the guest lecture on his/her own authority. At the same time, he/she must consider the university's interests. The guest lecturer is not bound by any instructions or directions given by the university. He/she must, however, comply with the university's directions to the extent required for the proper execution of this agreement.
- (2) The guest lecturer is himself/herself responsible for his/her obligations arising from tax and social security regulations. The university is obligated to inform the responsible tax office about the payments in accordance with § 93a Revenue Code.
- (3) Reimbursements of travel expenses for guest lectures are remunerations and as such subject to VAT. A tax exemption is only possible if the lecture classifies as a tax-exempt teaching service.
- (4) The guest lecturer is not entitled to reimbursement if he/she cannot deliver the agreed service under this agreement, e.g. due to illness etc.
- (5) This agreement and any claims arising from it are subject exclusively to German law.

Please note the data protection regulations regarding service contracts for guest lectures.

www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/datenschutz_personal.html

Heidelberg, _____,

director of institution / head of project

guest lecturer

SETTLEMENT OF TRAVEL EXPENSES

Please note that travel expenses can only be reimbursed if copies of the corresponding bills are enclosed with this settlement.

Outline of travel expenses

costs for transport	paid by guest	paid by university
flight		
train <input type="checkbox"/> with BahnCard		
bus		
taxi		
car km x 0,30 €		
total costs for transport	_____	_____
costs for accommodation		
hotel		
total costs for accommodation	_____	_____
total		
to be reimbursed	_____	_____

Confirming the above information as correct

Heidelberg,

director of institution / head of project

APPENDIX

AGREEMENT FOR GUEST LECTURE

AGREEMENT NO.: _____ .GV. _____ . _____

ORDER NUMBER OF THE INSTITUTE/FACILITY: UHD _____

Declaration on VAT exemption

Fees and reimbursements of travel expenses for guest lectures are generally subject to VAT. Tax exemption is only possible if the lecture can be classified as a tax-exempt teaching service. This is done by means of the following declaration.

The lecture referred to above fulfils the requirements of a tax-exempt teaching service according to § 4 no. 21 b Value Added Tax Act, because it took place within the following scientific-academic teaching context:

The lecture imparted knowledge and/or skills relating to previous or subsequent topics of the course. During/following the lecture, teachers and students were able to ask questions and/or engage in detailed discussion (teaching service).

Confirming the above information as correct

Heidelberg, _____ ,

director of institution / head of project

guest lecturer