

Frankfurt, \_\_\_\_\_

From: Institute's stamp

Contact for queries:

**Name:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

(in block capitals)

To the  
President  
of Goethe University Frankfurt  
– **Equal Opportunities Office** –  
PO Box 227,  
SKW Building, Westend Campus

**Payment order** regarding the  
**Faculty Fund for the Promotion of Active Recruitment** in the Financial Year \_\_\_\_\_

Ms \_\_\_\_\_ was a guest at Goethe University Frankfurt from  
\_\_\_\_\_ to \_\_\_\_\_. For the invitation, an application for funds from the Faculty Fund for the  
Promotion of Active Recruitment (project number 23000015) was submitted on  
\_\_\_\_\_ and approved on \_\_\_\_\_ to the amount of € \_\_\_\_\_.

- The costs incurred for the measure are within the amount approved.
- The costs incurred exceed the amount approved. The difference of € \_\_\_\_\_ is borne  
by the faculty: Cost centre/project number \_\_\_\_\_  
Cost Centre Manager/Project Manager \_\_\_\_\_
- The detailed cost breakdown and the original receipts are enclosed.

The guest, with tax number<sup>1</sup> \_\_\_\_\_, is exempt from VAT<sup>2</sup>.

- Exempt according to Section 4 (21) VAT Act as part of the teaching programme (in the case of  
business status).
- Exempt according to Section 19 VAT Act (small business regulation)

<sup>1</sup> Tax number or tax ID number are mandatory for residents and foreign business people.  
If only travel expenses are reimbursed, the tax number is not required.

<sup>2</sup> In principle, VAT (Value added tax) is due if the person is a business person, but the service provided may be tax-exempt.

- Not exempt (invoice plus VAT)  
 Obligated to pay tax on the fee itself as income (no business status)

It is requested that Ms \_\_\_\_\_ as a **non-staff member** of Goethe University Frankfurt, resident at street/house number: \_\_\_\_\_, postcode: \_\_\_\_\_, town/city: \_\_\_\_\_, country (if not Germany): \_\_\_\_\_, be paid € \_\_\_\_\_ as an expense allowance from G/L account 61720000, project number 23000015.

The amount results from the cost breakdown on page 3 and should be transferred to the following account:

Sort code and account number or IBAN: \_\_\_\_\_ / \_\_\_\_\_

BIC or SWIFT: \_\_\_\_\_

Bank: \_\_\_\_\_

Account holder: \_\_\_\_\_

Any bank charges incurred (in the case of foreign bank transfers) are borne half by the university (via the Faculty Fund) and half by the beneficiary.

**For the faculty**

– correct and accurate –

\_\_\_\_\_  
Cost Centre Manager's/Project Manager's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's signature

\_\_\_\_\_  
Name in printed letters/block capitals

**For the central Faculty Fund for the Promotion of Active Recruitment**

– correct and accurate –

\_\_\_\_\_  
Cost Centre Manager's/Project Manager's signature

\_\_\_\_\_  
Name in printed letters/block capitals

Cost statement for the payment order \_\_\_\_\_ of \_\_\_\_\_ (date)

**Cost statement**

Cost category	Amount converted into EUR <sup>3</sup>	Original receipts enclosed	Payment amount
Travel expenses (transport, flight, accommodation)	_____	<input type="checkbox"/>	_____
Travel expenses for an accompanying person necessary for childcare reasons (transport, flight, accommodation)	_____	<input type="checkbox"/>	_____
Childcare costs on site in Frankfurt	_____	<input type="checkbox"/>	_____
Lecture fee	_____	<input type="checkbox"/>	_____
Total sum	_____		_____

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<sup>3</sup> Receipts in other currencies must be converted into EUR (according to the exchange rate applicable on the invoice date). Payments are made in EUR only.