



## Reimbursement data sheet for visitors

### Procedure

Please fill this form (page 1 by **host**, page 2 by **visitor**) and submit it together with **all invoices and tickets** to [reisekosten.mathematik@univie.ac.at](mailto:reisekosten.mathematik@univie.ac.at). Please note that booking confirmations and/or receipts without tax information do **not** suffice!

We also need a copy/scan of a **valid ID**, e.g. passport!

You will then receive a document for your signature. Please **print, sign, and scan** it and submit it again to [reisekosten.mathematik@univie.ac.at](mailto:reisekosten.mathematik@univie.ac.at).

Host

Cost centre/Project: .....

### Reason for stay

Guest lecture

Topic: .....

Affiliated course title and number: .....

Scientific research

Topic: .....

Other

Please specify: .....



### Reimbursement data sheet for visitors

#### Personal info

Last name: .....

First name: .....

E-mail: .....

Date of birth (dd.mm.yyyy): .....

Citizenship: .....

Main home address: Street, number: .....

Postal code: ..... City: .....

Country: .....

Unlimited tax liability under this address:  Yes  No

Other addresses:

.....

Visitor

#### Bank account details

Name of account holder: .....

Bank: .....

Country: .....

IBAN: .....

BIC: .....

Account number: .....

Bank code/Routing number: .....