



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 either your **contact person** or 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 your contact person.

Host

Cost centre/Project:

Reason for stay

Guest lecture

Topic:

Affiliated course title and number:

Scientific research

Topic:

Other

Please specify:



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Personal info

Last name:

First name:

E-mail:

Date of birth (dd.mm.yyyy):

Citizenship:

Main home address: Street, number:

Postal code:

City:

Country:

I pay all my taxes at this address/in this country: Yes No

Other addresses:

Visitor

Bank account details

Name of account holder:

Bank:

Country:

IBAN:

BIC:

Account number:

Bank code/Routing number: