universität wien

Faculty of Mathematics

Reimbursement data sheet for visitors

Procedure

Please complete this form (page 1 by **host**, page 2 by **visitor**) and submit it together with **all invoices and tickets** to your **contact person.**

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 to sign. Please **print, sign, scan** and **read** the confirmations carefully!

If you were holding a lecture, your signature **confirms** that you are a **domestic entrepreneur** and subject to the small business exemption and/or private teacher **exemption from VAT**.

(All in terms of the Austrian value added tax act – UStG)

Afterwards, return it to your contact person.

Host

Cost centre/Internal order:

Reason for stay

☐ Guest lecture

Topic:

Affiliated course title and number:

Agreed fee (if applicable):

☐ Scientific research

Topic:

☐ Other

Please specify:

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Visitor

Personal info

Last name:

First name:

E-mail:

Date of birth (dd.mm.yyyy):

Citizenship:

Habitual residence: Street, number:

Postal code: City:

Country:

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

Other addresses (especially tax residences):

Bank account details

Name of account holder:

Bank:

Country:

IBAN:

BIC:

Account number:

Bank code/Routing number:

Instead of Euro, I prefer a payment in ☐ CHF ☐ GBP ☐ USD

We hereby inform you that we process the personal data you provided, i.e. your name, address, telephone number, e-mail address as well as the necessary bank details, such as IBAN, BIC, bank account number and bank code, for the purpose of reimbursing the amount you advanced for the University of Vienna. The personal data specified above are stored exclusively for the purpose stated above in accordance with the general provisions of the University of Vienna as well as with the statutory provisions (e.g. section 132 of the Bundesabgabenordnung (BAO, Austrian federal fiscal code)). For further information about the processing of personal data, please see the University of Vienna's Data Protection Declaration.