

GUIDELINE FOR GUEST LECTURES

1. APPLICATION:

To apply for a guest lecture, please use the form '**Application for approval of a guest lecture**' (*in German*) provided on the website of the Faculty Office and complete it. Please also fill in the following fields:

- „Beantragte Gastvortragsmittel...“ and
- „Gesamtbetrag“

The application must then be submitted ***in electronic form by e-mail*** to the Faculty Office (contact person: Mag. Sandra Reiter, BA: sandra.reiter@plus.ac.at).

IMPORTANT: The boxes/fields **at the bottom right** (approved / not approved) are completed by the Faculty Office!

2. ACCOUNTING:

Please use the form '**Invoice form for guest lectures**' (*available in German and English*) provided on the website of the Faculty Office (via a link) for invoicing a guest lecture. Please have the form filled in completely and make sure that the guest lecturer signs the form. The fields:

- „zu überweisende (bzw. auszahlende) GESAMTSUMME“ and
- „Innenauftrag“

are then completed by the Faculty Office. The accounting form (including all enclosures) must then be submitted again ***in electronic form by e-mail*** to the Faculty Office (contact person: Mag. Sandra Reiter, BA: sandra.reiter@plus.ac.at).

2.1. ENCLOSURES TO THE ACCOUNTING FORM:

- ✓ **Both** Accounting Forms
 - „Payment Form for Guest Lectures“
 - „Accounting Form for Guest Lecturers“
- ✓ **Confirmation** (by e-mail) that the refund will be submitted exclusively to the University of Salzburg.
- ✓ **Train/flight tickets** (price must be visible!)
 - **Comparison** of 1st and 2nd class (if 1st class is chosen) **as PDF**
- ✓ For different currencies: Enclose **current exchange rate (as PDF)**
- ✓ **Invoice** of the accommodation
- ✓ **Proof of payment** to the accommodation **as PDF**
- ✓ **Proof of payment** of the ticket(s) **as PDF**