

## 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](mailto: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 attachments) must then be submitted again ***in electronic form (PDF documents!) by email AND additionally in the original*** to the NLW faculty office (contact person: Ms Sandra Reiter, BA: [sandra.reiter@plus.ac.at](mailto:sandra.reiter@plus.ac.at)). Required originals: physical hotel bills, receipts for travel on public transport, etc. Furthermore, the hotel bill must show the address of the guest lecturer and not that of the home university.

#### 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)
- ✓ For different currencies: Enclose **current exchange rate**
- ✓ **Invoice** of the accommodation
- ✓ **Proof of payment** to the accommodation
- ✓ **Proof of payment** of the ticket(s)