

GUIDELINES FOR GUEST LECTURES AT THE NLS FACULTY

1. APPLICATION:

To apply for a guest lecture, please use the form **'Application for Approval of a Guest Lecture'** available on the NLS Faculty Office website and complete it in full.

Please take particular care to complete the following fields:

- **'Funding requested for guest lecture ...'**
- **'Total amount'**

Please then send the fully completed application electronically by email to the NLW Faculty Office: **Ms Mag. Sandra Reiter, BA** – Email: sandra.reiter@plus.ac.at

Important note: The fields at the bottom right (**'approved'/'not approved'**) will be completed by the NLS Faculty Office. Please leave these fields blank.

Approval of the guest lecture is usually granted within one week. It will be sent to the applicant by email.

2. INVOICING:

To process payment for a guest lecture, please use the **'Guest Lecture Payment Form'** (available in German and English) provided via a link on the NLS Faculty Office website.

Please ensure that the form is completed in full and signed by the guest lecturer.

The following fields will be completed by the NLS Faculty Office and can therefore be left blank:

- **'TOTAL AMOUNT to be transferred (or paid)'**
- **'Internal order'**

Please submit the fully completed reimbursement form, including all attachments, initially in electronic form (as PDF documents only) by email to the NLS Faculty Office. In addition, the required (original) documents must be submitted to the NLS Faculty Office.

Please also note the following:

- Original supporting documents (e.g. hotel bills or public transport tickets) must be submitted in their original form.
- Hotel bills must be made out to the guest speaker's home address, not to the address of their home institution or university.
- A declaration of residence is not required.

2.1. DOCUMENTS/ATTACHMENTS REQUIRED FOR SETTLEMENT:

- the two fully completed forms:
 - **'Guest Lecture – Settlement'**
 - **'Settlement Form for Guest Lectures'**
- confirmation (an email is fine) that the refund is being claimed exclusively from the University of Salzburg
- tickets or travel documents (train or flight) clearly showing the price paid
- If you travelled in **1st class**, please also enclose a price comparison between 1st and 2nd class.

- for expenses in different currencies: proof of the exchange rate used
- the invoice for accommodation
- proof of payment for accommodation
- proof of payment for the tickets or travel tickets