

Stiftung Mercator GmbH
Huysenallee 40
45128 Essen
Deutschland

REQUEST FOR HONORARIUM AND COMPENSATION FOR TRAVELLING

Datum:

Please submit the completed and signed form within one month. Please attach the original documents substantiating the travel expenses (e.g. train/flight tickets, receipts).

REQUESTER

Name

Institution

Address

Telephone

E-mail

Tax number/VAT number

Occasion (e.g. conference name)

Time & place of service

Type of service (please check one box)

- academic moderation, lecture, participation in academic discussion
- interpretation and/or translation, scientific (or other) consultation
- entertaining moderation, artistic performance

Your contact person at Stiftung Mercator

BANKING DETAILS

Account holder

Bank name

IBAN

SWIFT-BIC

REIMBURSEMENT

Datum:

<input type="checkbox"/>	stipulated Honorarium	euros
<input type="checkbox"/>	travel expenses	
	train	euros
	flight	euros
	privat car*	
	from	
	to	
	km	euros
	Local public transport	euros
	taxi	euros
	other (please specify)	euros
	total travel expenses	euros
	total amount of requested reimbursement	euros

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basis of calculation:
fuel allowance 0,30 Euro x km

TAXATION

- My fiscal domicile is in Germany, according to § 19 UStG (small trader exception) I am not liable for value added tax (VAT). Hereby I charge the stipulated honorarium.
- My fiscal domicile is in Germany, I am registered for value added tax (VAT) and I charge the stipulated honorarium including the legally required VAT. Please choose the method of reimbursement
- Stiftung Mercator shall transfer the requested honorarium/compensation via credit memo.
- I will submit a proper invoice.
- My fiscal domicile is not in Germany, I charge only the stipulated honorarium. Please choose the method of reimbursement
- Stiftung Mercator shall transfer the requested honorarium/compensation via credit memo.
- I will submit a proper invoice.

I confirm that the data are correct and complete. The indicated expenses actually incurred to me. All original documents are attached. Please remit the total amount to the indicated bank account. If the payment shall be made in the form of a credit memo, the information regarding the person and service that is given above is to be indicated in the credit memo.

Place, dated

Signature of the requester