

For the next project I ask for approval for following agreement:

**Invited Lecture
Compensation for travel expenses
Special fee agreement**

1. General Data				
Project Name				
Family Name, Name from the addressee				
Title/kind of Activity				
Project Management HAW Hamburg				
Period of the activity	Date from	Date till	Time from	Time till
Arranged fee	Amount in € Euro	Incl. journey / cost for staying over night	Excl. journey /cost for staying over night	
		Separate settlement from journey cost will follow ¹	Separate settlement from journey cost won't follow	
2. Declaration and personal information from the addressee				
Street, House Number				
ZIP, Location				
Country				
Owner of account				
Name of commercial bank				
Adress of commercial bank				
IBAN / SWIFT				
BIC				
2.1 Tax rules				
Tax-ID/ -number				
Turnover tax method (Reverse-Charge-regulation)² receiver	yes		no	
	Date, Signature,			

¹ Account according to Hamburg travel expenses right.

² Invoicing practice without turnover tax. Recipient of benefits has to register. VAT-ID from the recipient of benefits: DE 246571598.

3. Approval			
I agree with the abovementioned arrangement.			
Budget	The budget is considered and available	The budget is available up to	Amount € in Euro
PSP-Element			
Project manager	Date, signature		

4. After the agreement – Provision of the project manager		
Please paid the professional fee/Travelcosts to the given account from the addressee:		
The activity was produced as agreed	yes	no
Project manager	Date, Signature	

5. Continue to the finance an acctontancy department		
The budget is considered and available	yes	no
Responsible person for the budget	Date, Signature	