

Application to invite a guest speaker to the HFBK

Please submit this request **at least five working days** before the date of the event to which the guest is to be invited, otherwise approval of the related costs cannot be guaranteed!

Name of person making request (this should be the person responsible for inviting the guest lecturer)

Surname: _____ First Name: _____

Tel.: _____ E-Mail: _____

Course specialisation: _____

Guest speaker

Title _____ Ms Mr

Surname: _____ First Name: _____

The guest speaker is invited to the following event:

Date of event (from/to if multiple days): _____

I request that the HFBK meets the following anticipated costs:

1. **Fee** (excluding travel costs) in the amount of: _____ €
(The relevant tax office will be informed of the total amount of the fee paid)

2. A reimbursement of the **travel costs** for travel to and from the event - **Please check the box**

I anticipate that travel costs will be incurred in the approximate amount of: _____ €
(Should the travel costs prove to be higher than anticipated, payment of the difference must be approved by the relevant budget manager in compliance with the Hamburg Travel Costs Law (HmbRKG). Original proofs of payment and sufficient reason **MUST** be provided!)

- * In the case of travel within Germany, and provided that original proofs of payment are received (e.g. rail tickets, airline tickets, invoices), travel costs up to the amount of a 2nd class ticket with the Deutsche Bahn may be reimbursed. If the traveller holds a BahnCard, they must use this to buy the ticket.
- * For travel outside of Germany, the HFBK Steering Committee must first authorise payment of the probable costs in order for these to be reimbursed, subject to submission of original proofs of payment (e.g. rail tickets, airline tickets, invoices). Travel costs can only be paid for travel between the guest speaker's home and the HFBK.

3. Reimbursement of external **overnight accommodation costs** - **Please check the box**

I anticipate that overnight accommodation costs will be incurred for ___ nights in the amount of (total):

_____ € (Please note: overnight accommodation costs per night must not exceed **€85.00** including breakfast; additional costs, e.g. for phone calls, will not be reimbursed. If the guest speaker wishes the hotel invoice to be addressed directly to the HFBK, this must be agreed in advance!)

To be paid for out of: _____ (SSP, workshop, third party funding or similar.).

Date and signature (budget manager)

Date and signature (President/ Vice Chancellor)

To be completed by the Finance Department

Cost centre: _____ PSP: _____

Budget list: _____

Budget identified: _____