

AGREEMENT ON CONDUCTING A GUEST LECTURE/TUTORIAL

between the contracting entity (AG) represented by the
 Bauhaus-Universität Weimar
 Geschwister-Scholl-Straße 8
 99423 Weimar
 First Name, Last Name
 Department

and the contractor (AN)
 Last Name First Name
 Date of Birth
 Address
 Professional or University Degree
 IBAN (international bank account number)
 For international bank transfers:
 BIC (SWIFT) Bank

will hold a
 Guest Lecture Guest Tutorial on (date).

on the topic of

Remuneration hours x hourly rate of = € gross.

Accommodation and travel expenses claim form in attachment (Reisekostenrechnung/ Travel Expenses) in accordance with the »Thür. Reisekostengesetzes«.

Please Note

As a general rule, a »Kontrollmitteilung« (Verification Statement) must be submitted for each individual contract. Remuneration is, subject to income tax is applicable and must be declared by the contractor (AN) in their income tax return. The Bauhaus-Universität Weimar must notify the responsible tax office of any remunerations over 1,500 euros per year.

Date Signature of Contractor
 Date Signature of Contracting Entity

The guest lecture/guest tutorial was carried out according to the agreement.

Comments

Date Signature of the Dean/Supervisor

To be completed by accounting	
Verwendungszweck	Abrechnungsobjekt
	Honorar 61720/61721 €
<input type="radio"/> Meldung an Künstlersozialkasse Anlagen: Kontrollmitteilung (auszufüllen von AN und AG) Reisekostenrechnung (auszufüllen von AN und AG)	Reisekosten 61724 € Rechnungsbetrag €
Auszufüllen durch Dezernat Finanzen	
Umsatzsteuer (Schlüssel)	Versteuerung Ausland
sachlich/rechnerisch richtig, Datum und Unterschrift	
Name in Druckbuchstaben	