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## Invoice for guest lectures and events

Surname/Name: .....

Date of birth: .....

Postal address

Street: .....

Town/postal code: .....

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Bank account information

Name of Bank: .....

IBAN: .....

Swift-BIC: .....

Routing number: ..... Account number: .....

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The above-mentioned person held a lecture/series of lectures/a seminar/any other kind of event that took place on ..... (day/month/year), to the extent of ..... hours.

The topic was: .....

The event was open to all the school's students and employees:                      yes                      no

The royalty as agreed upon is .....€ as well as travel expenses from ..... to ..... . If necessary, state the distance: .....km.

Or travel expenses for public transportation in the amount of: .....km.

(Please attach the corresponding receipts.)

The speaker's main occupation is: .....

He/she is an employee of the public service:                      yes                      no

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I hereby assert that I have to ensure the taxation of preceding compensation for work and travelling on my own behalf and that all information is complete and correct.

Karlsruhe,

Signature of lecturer

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I hereby guarantee that the event has been correctly held to the above-stated extent.

Factually correct

Karlsruhe,

Signature of professor

(or person responsible for the project)

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Cost position

Name in block letters

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