

Invoice for guest lectures and events

Surname / Name:..... Date of birth:
Postal address
Street: Town / postcode:
.....

Bank account information:

Name of Bank
IBAN SWIFT-BIC

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 in km:

The speaker's main occupation is
He/she is an employee of the public service yes no

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 speaker
.....

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

Factually correct
Karlsruhe,
Signature of professor
Name in block letters
.....