

Expenses and Fee Claim Form for Guest Speakers

Please submit this form, together with the relevant proofs of payment, **immediately after the end of the event**. Failure to submit the form on time and completed in full will result in delays in reimbursing costs!

To be completed by the guest speaker (mandatory requirement)	
Surname and first name of guest speaker:	_____
Street name and number:	_____
City, Postcode/Zipcode:	_____
Email:	_____
Date of Birth:	_____
Tax ID No. or VAT ID No.:	_____
Account Holder:	_____
Bank:	_____
IBAN:	_____
BIC/SWIFT:	_____
<p>O (Please tick this box and sign as confirmation of the following) I hereby confirm that the personal details given above are accurate and complete. I consent to the HFBK processing my details for the purposes of this claim form and retaining my details in accordance with the statutory retention period. Tax-relevant fees are reported to the responsible tax office.</p>	
Signature of guest speaker	
To be completed by HFBK applicant / inviting person	
Name: (Person responsible for inviting the guest speaker)	_____
Event:	_____
Date of Event:	_____
<p>Please reimburse the following costs (costs may only be claimed if an original proof of payment is also provided with this form) Please refer to the guidance set out in the leaflet "Information on Travel Expenses and Fees for Guest Speakers"</p>	
1. Costs of return travel to and from speaker's residence to the HFBK:	_____ €
1. Accommodation costs	_____ €
2. Fee: (By completing this field, you confirm that the above event took place in accordance with the details provided when the event was approved!)	_____ €
Funded out of (SSP, workshop, third party funding):	_____

Date and signature of HFBK applicant

Date and signature of budget manager