

Expenses Reimbursement Form

Surname: <input type="text"/>		First Name: <input type="text"/>	
Street Number and Name <input type="text"/>		Postcode/Zip code, City <input type="text"/>	
Bank or Building Society Name: <input type="text"/>		Name of account holder (if different from above): <input type="text"/>	
IBAN: <input type="text"/>		BIC: <input type="text"/>	
Name of project: <input type="text"/>		To be paid out of: <input type="checkbox"/> Studienschwerpunkt <input type="checkbox"/> Drittmittel <input type="checkbox"/> Werkstatt <input type="checkbox"/> Reparaturfonds <input type="checkbox"/> Werkstattfonds <input type="checkbox"/> Administration	
Anticipated amount to be refunded: <input type="text"/> In Euros, based on attached proofs of payment			
<p>I hereby confirm that I have paid the costs described and that the above details are accurate and complete. I have read the information on data protection (see overleaf/page 2). I recognise that I have no entitlement to compensation for any loss or damage I may incur as a result of submitting incomplete or inaccurate information. I accept the conditions above and request reimbursement of my costs on the basis of the attached proofs of payment.</p>			
<hr/> Date		<hr/> Signed (person to be reimbursed)	

Important Information

In certain cases, goods and services may also be obtained directly by the person who needs them, for example if these are not covered by a framework agreement and/or cannot be obtained through the Planning+Management/Purchasing Department (*Planung+Steuerung/Beschaffung*). Reimbursements will not be made in cash. A cash purchase and/or purchase made through self-payment must always be agreed in advance with the Planning+Management/Purchasing Department and good reason must be given. The procedure works as follows:

1. The person who is to receive the refund must submit an **internal purchase order form** to the Purchasing Department before making the purchase or placing the order. The form must contain the following details:
 - a. a short summary of why the purchase can only be made in this way, e.g. why it cannot be invoiced by the supplier
 - b. A detailed description of the object and/or goods and services
 - c. Signature of the **budget manager**
2. When submitting an application for a refund, the following details and documents must be supplied:
 - a. A costs breakdown, with smaller receipts/proofs of payment attached to an A4 sheet of paper - please do not use staples or tape (if invoices/receipts are in A4 format, there is no need to attach them to a second A4 sheet).
 - b. Confirmation that the goods and/or services have been received (a handwritten note is enough).
 - c. Invoices to be refunded must be addressed to the person to whom the refund is to be made and not to the HFBK. (Any invoices addressed to the HFBK or to the HFBK's registered address will not be refunded.)

- d. We only accept **original proofs of payment/invoices** (if these have been lost or mislaid, you must obtain substitutes or make a declaration of the loss).
 - e. For invoices in a foreign currency you must submit a **printed copy of the exchange rate** that applied on the date of the invoice.
3. When the costs are fully refunded to the purchaser, any movable goods, equipment or other objects become the property of the HFBK.
 4. The process in its entirety must be transparent and clear to the HFBK administration and to third parties.

Duty to inform under Art. 13 GDPR

1. Data Controller

President of the HFBK Hamburg, Prof. Martin
Köttering
Hochschule für bildende Künste Hamburg (HFBK)
Lerchenfeld 2
22081 Hamburg

2. HFBK External Data Protection Officer

Oliver Szutz
datenschutz nord GmbH
Konsul-Smidt-Str. 88
28217 Bremen
Mail: office@datenschutz-nord.de

3. Purpose and Lawful Basis of Data Collection and Data Processing

We process your data for the following purposes:

- for the purpose of taking steps prior to entering into a contract including making a decision prior to entering into a contract,
- for the purpose of entering into a contract and for the performance of a contract, and
- for the purposes of documenting our legitimate administrative actions.

The lawful basis for the processing of personal data is GDPR Art. 6 (1) (b) and the Hamburgisches Hochschulgesetz (Hamburg University Act, HmbHGG) Sections 6 and 109.

4. Transfer of data

Accounting and payment procedures are carried out using ERP software. This requires the collection and transfer of your data to our service provider, the Kasse.Hamburg.

5. Length of data storage

The length of time for which we store your data is on the basis of the requirements set out in relevant tax, trade and administrative legislation. Data storage is in compliance with the relevant valid provisions as they apply to each case.

6. Rights of the data subject

As the data subject, you have the following rights:

- The right to know what personal data we hold in relation to you (GDPR Art. 15)
- The right to rectification of inaccurate or incomplete personal data in relation to you (GDPR Art. 16)
- The right to erasure of your personal data, insofar as the processing of your personal data is not required in order to exercise the right to freedom of expression and information, to comply with a legal obligation, for reasons of the public interest or in order to establish, exercise or defend a legal claim (GDPR Art. 17)
- The right to restrict the processing of your personal data (GDPR Art. 18)
- The right to object to the processing of your personal data for our legitimate purposes, for reasons of public interest or for profiling purposes, unless we can demonstrate compelling legitimate grounds
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for the processing which override your interests, rights and freedoms, or where the processing is for the purpose of establishing, exercising or defending legal claims (GDPR Art. 21)

- The right to lodge a complaint with an independent supervisory authority if you consider that the processing of your personal data infringes the provisions of the GDPR (GDPR Art. 77).