

| | | |
|-------------------------------|-------------|--------|
| <input type="checkbox"/> VIE1 | Date | Booked |
| <input type="checkbox"/> VIE2 | | |
| BA | Invoice no. | |
| DEBIT | CREDIT | SUM |



To
Accounting & Finance
 University of Vienna
 Universitätsring 1
 A – 1010 Vienna

Cash Reimbursement / Transfer, Offset against Subsequent Account Settlement (FIN / K4)

Payment at the earliest one week prior to planned expense / excursion.

Information on the Institution

Number and name of the organisational unit:

Contact person (last name, first name):

Telephone:

Email:

Information on Claim (please tick as appropriate)

☐ Materials/Consumables

Description of planned expenses:

☐ Excursion

Description:

Destination:

from (DD.MM.YYYY):

to:

Leader of the excursion (last name, first name):

Internal reference number / Cost centre:

Information on settlement of payment

Settlement of original documents will be carried out until:



Reimbursement Information (please tick as appropriate)

EUR

☐ Transfer

Banking institution:

Account number:

Bank code / Routing Number:

☐ Cash reimbursement collected by (last name, first name):

Signature of the Authorised Signatory

Last name, first name and signature

Cash reimbursements / transfers offset against subsequent settlement exclusively apply to

- The signature of the duly authorised person (eg. Head of organisational unit, project leader) is mandatory. If this is not available on the form, the cash reimbursement / transfer offset against subsequent settlement cannot be carried out.**

Please use the settlement form “Cash Reimbursement / Transfer, Offset against Subsequent Account Settlement (FIN / K4), available on the website of the Service Unit Accounting & Finance:
<https://intra.univie.ac.at/organisation/finanzwesen-und-controlling/formulare/>

Fee and travelling expense reimbursement for **employees of the University of Vienna** shall be operated **exclusively** by the **Human Resources and Gender Equality Department**. University of Vienna staff can apply for travel expense advances with the Human Resources and Gender Equality Department.

Contracts of service for FWF projects [Austrian Science Fund (*FWF*)] shall be settled with the University Office for Accounting and Finance as “Materials” (from € 750.00 per annum, by means of the FWF form for contracts of service).

Prompt (partial) settlement of your cash reimbursement or transfer offset against subsequent settlement is essential. The **actual utilisation** of as yet not settled advance financing shall be indicated to the University Office of Accounting and Finance by submission of **original documents**, including confirmation of payment. **Lacking original documents** can entail **back payment** of (partial) amounts.

„FIN/K5 – Claim Form“

„FIN/B1 – Cash Deposit“