

Reimbursing SFB 676-visitors through Hamburg University

(up to 14 days)

Before the visit

Check the status of your sub-projects finances: are there enough guest-funds? If not and you cannot reimburse your guest through other funds, apply for extra funds with the SFB Board.

Information for the administration needed from the guest:

- Bank details: name of the bank, SWIFT/BIC and IBAN (routing and account no. for US banks)
- Home institute/university
- Private address (not the home institute)
- Arrival and departure date/time (for the per diem)
- Title of the talk

Information for the guest:

- Accommodation: ask your guests to add the following text when they make their reservation either at the DESY Guest House or a Hotel:

Please make out the bill to (Rechnungsadresse):

Universität Hamburg
SFB 676
z. Hd. Frau Hinzer
Verwaltung Bahrenfeld, Geb. 61
Luruper Chaussee 149
22761 Hamburg

The bill will then be paid through the university administration directly, which reduces the immediate expenses as well as the paperwork for the guest. Otherwise the guest will receive these bills as well as (un-)friendly reminders for payment.

- Receipts for meals, snacks, beverages etc. are covered by the per diem and will not be reimbursed separately.
- Transportation: in general only public transport and economy class is reimbursed.

During the visit

The guest needs to hand in original receipts, boarding passes/train tickets etc. and sign the final agreement in person with Petra Hinzer from Bahrenfeld administration in buildg. 61, office 22a. Make sure to have an appointment. No show, no money! For the Mathematics Dept. and the Hamburg Observatory please contact Eva Kuhlmann/Astrid Dörhöfer and Angelika Kleinoth respectively.

After the visit

Ideally, the guest is reimbursed within two weeks.

For visits longer than 14 days please contact:

petra.hinzer@verw.uni-hamburg.de, 8998-2287