

Information Sheet on Reimbursement Claims



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Please follow these instructions when submitting a reimbursement claim:

1. Basic Rules:

Please keep all **invoices** (not receipts or booking confirmations; it must say “invoice”) before submitting your claim. Reimbursement will be made upon presentation of invoices only.

2. What to submit in a reimbursement claim?

When sending invoices, please send **one pdf per company**. E.g. if you have two train tickets from ÖBB (outward and return trip), you will send one PDF; but if you have one ticket from ÖBB and one from SBB, you will send two PDFs.

Ideally, an invoice is accompanied by other evidence of expenses, such as bank statements, in the pdf of **this** expense.

When you are claiming expenses from countries where Euro is not the official currency, your reimbursement may be lower due to exchange rates. To avoid this, please attach the bank statement in the same pdf indicating the actual costs.

3. What can be reimbursed?

Only expenses that have been individually approved by the DSE on the appropriate forms in a timely manner. Unexpected expenses must be

properly justified to be eligible for reimbursement.

Reimbursement may be requested for the following items:

For conference participation funds and external research stays of DSE fellows:

- ❖ Train, bus, and airfare (not first or executive class)
- ❖ Accommodation (good value is always expected)
- ❖ Public transportation (reimbursement of taxi fares must be properly justified)
- ❖ Conference fees

For internal events:*

- ❖ Guest speakers (travel, transportation and accommodation)
- ❖ Snacks and drinks
- ❖ Catering, dinner, lunch
- ❖ Fees

* Organizers are responsible for keeping the rooms where the events are held clean.

4. How to reimburse external speakers?

Organizers must fill out a FIN/K2 form when claiming reimbursement for invited speakers. Please submit one PDF with the FIN/K2 form and *either* additional PDFs with the invoices as described (see 2.) *or* fill out only the “fee” (e.g. as honorary) in the FIN/K2 form. Leave unfilled the organizational unit information (p.1) and p.4 in

the FIN/K2 form. Ask the guest to complete the form and sign it on p.3.

5. How to submit reimbursement claims?

Email the PDFs (invoices) along with the approved form to dse@univie.ac.at. Within the email, provide information if you are working at the University of Vienna or not.

As to bank account details: State the Bank country

For EU Banks:

- ❖ Account holder name (as stated in the card)
- ❖ Banking institution
- ❖ IBAN
- ❖ BIC

For non-EU Banks:

- ❖ Account holder
- ❖ Bank account number
- ❖ Banking institution
- ❖ Bank code/BIC/routing number

Note that for any reimbursement claim, **all annual reports** have to be properly submitted.