

## Information sheet on applications for reimbursement of material expenses

Please use the current form you have been provided with (last updated 08/2023), and please fill it in **digitally**.

Please attach the following to the application for reimbursement:

- proof of payment (proof of transfer from bank account or credit card, sales slip) **and**
- the invoice.

We do not reimburse reminder fees, so please submit the refund application with the amount not including the reminder fee.

Costs for fan heaters, air conditioners, fans and similar appliances will not be reimbursed.

We need detailed substantiation of the intended use for the purchase of a coffee machine or fully automatic machine.

Delivery costs are not covered if the goods can be collected nearby.

Please obtain the agreement of the Computer Center for the purchase of data processing / computing hardware of over €200, and attach this to the application.

Similarly, please obtain the agreement of the Computer Center for the purchase of software and licenses, and attach this to the application.

For webhosting / cloud services, please attach the signed form (declaration on cloud services; Erklärung Cloud Dienste) to the application.

For publications, please attach the confirmation "Bestätigung des dienstlichen Interesses bei Finanzierung von Publikationen aus staatlichen Mitteln".

Before ordering printer cartridges, please first check with Office Supplies (Büromaterialausgabe) whether this can be done within the framework agreement. Ordering from Office Supplies is always preferred. Should there be no framework agreement in place for the printer cartridges needed, please attach the letter to this effect from Office Supplies.

When purchasing toner for your home-office, please check with Office Supplies, using the inventory number, to see whether the toner is available there. As a basic principle such purchasing is only possible for devices procured for business purposes. Toner for private printers must correspondingly be paid for privately.

The applications for reimbursement must be signed by the person making the application. The signature of the person authorized to assess the application must be different and must not be provided by the applicant themselves!

### Financing

Financing must be entered **in full**.

### Terms used on the financing (Finanzierung) part of the form

*Kapitel* and *Titel* are accounting terms used to categorize funds

*Kostenstelle/Projekt* is where you enter the number of the cost center / project

*AA/Semester* is for the semester code or *Ausgabeart*, a code for the type of expenditure

*Datum* is date in format DD.MM.YYYY

*Kostenart* is the cost category

*ZP* is short for *Zahlungspartner* meaning payment partner

*Sachlich und rechnerisch richtig* means “Factually and arithmetically correct” and is followed by the amount.

At the bottom left, the *Originalunterschrift einer/s Feststellungsbefugten* is the signature of the person authorized to assess the application

**Please note the following examples:**

(You need to enter the information marked in red)

Financing (example) – **please notice that Titel 54773 is now Titel 54740!**

Kapitel	Titel	Kostenstelle/Projekt
1521 (example)	54740 (example)	90064206 (example)
AA/Semester	Kostenart	ZP
	65200 (example)	
Datum	Sachlich und rechnerisch richtig	
01.01.2000 (example)		
Originalunterschrift einer/s Feststellungsbefugten	mit 20,00 (example amount) Euro	
(nicht Antragssteller/-in!)		
Important! Different from the applicant!		

Financing (example: government subsidies for higher education institutions (Studienzuschüssen)):

For Titel group 54796 - **please notice that Titel 54796 is now Titel 54703!**

Kapitel	Titel	Kostenstelle/Projekt
1521	54703	06000096 (example)
AA/Semester	Kostenart	ZP
230 (example)	65200 (example)	
Datum	Sachlich und rechnerisch richtig	
01.01.2000 (example)		
Originalunterschrift einer/s Feststellungsbefugten	mit 20,00 (example amount) Euro	
(nicht Antragssteller/-in!)		
Important! Different from the applicant!		

Financing (example: third party funds):

For Titel groups 54752 / 54753 / 54771 / 54772 / 54777 / 54780 / 54791 / 54792 / 54793 / 54794 / 54795 – **please notice that the new Titel ist 54741!**

Kapitel <b>1521</b>	Titel <b>54741 (example)</b>	Kostenstelle/Projekt <b>72001 (example)</b>
AA/Semester <b>0843 (example)</b>	Kostenart <b>65200 (example)</b>	ZP
Datum <b>01.01.2000 (example)</b>	Sachlich und rechnerisch richtig mit <b>20,00 (example amount)</b> Euro	
Originalunterschrift einer/s Feststellungsbefugten (nicht Antragssteller/-in!) <b>Important! Different from the applicant!</b>		