



To:
Quality Assurance
University of Vienna

Domicile in Austria

Universitätsstraße 5
A – 1010 Vienna
Austria

Invoicing Form for Peers and Members of Scientific Advisory Boards (FIN / K2 QS)

Information regarding the organisational unit

Numeric code and name of the organisational unit: 177 BEfQS Besondere Einrichtung für Qualitätssicherung

Contact person (last name, first name):

Telephone:

Email:

Cost centre: 801177

Information regarding the type of scientific activity (please tick where applicable)

Date (DD.MM.YYYY):

Formulation of an expert opinion

Scientific (advisory) discussion

Organisational Unit:

Organisational Unit:

Information regarding the scientist whose domicile or habitual residence is in Austria

Last name:

First name:

Degree:

Date of birth (DD.MM.YYYY):

Address:

Street, number:

Postal code:

City:

Social security number:

Citizenship:

I am an employee of the University of Vienna: NO

YES

I certify with my signature the accuracy of the information.

Date

Signature



Itemisation of the invoice

Calculation Table (acc. to Original documents)

Receipt No.	Receipt Description	Costs in Euro	Comments
	Fee		
		TOTAL AMOUNT	

Payment

Bank transfer

In the name of: _____ Bank: _____

IBAN:

BIC:

For accounts abroad without IBAN and BIC: _____ Account number: _____

Bank code / Routing Number: _____

Signature of the authorised signatory (to be filled in by the Quality Assurance of the University of Vienna)

Date

Last name, first name and signature

Information regarding payment and booking entry (to be filled in by Accounting and Finance of the University of Vienna)

VAT: Assessment basis: _____ EUR thereof 20 % VAT: _____

Income tax: Assessment basis: _____ EUR thereof 25 % withholding tax: _____ EUR

Total costs: _____ EUR

Amount paid: _____ EUR

The agreed work was subject to the following terms and conditions:

Activity of an independent character

The contractor certifies that (s)he is not employed at and has not been commissioned by another university / company, but rather has carried out the assignment as an **independent entity** (subject to a service contract). The guest lecture held has not exceeded one academic teaching unit per week and semester. The contractor certifies that her/his proceeds from this assignment are to be regarded as discretionary income.

Venue

The **venue of the activity** has been the **University of Vienna**, unless otherwise required by the object of the contractual services. With regard to other activities implied by the contract (preparation and follow-up work, etc.), the contractor has not been bound by any obligation in terms of venue.

Performance

With the exception of pre-determined lecture times, the contractor has not been bound in the provision of her / his service by any constraints with regard to sequence and / or work schedule. (S)He has delivered her/his lecture as agreed with the supervisor of the organisational unit. Her / His actual activity has not been subject to any type of instructions or monitoring in terms of content and conceptual structure.

Working equipment and materials

Essentially, all **working materials** were to be **provided by the contractor**. When required for the provision of the contracted lectures, general working equipment (rooms, hardware) was made available by the University. All expenditures related to the provision of working equipment and materials are to be borne by the contractor.

Substitution by third parties

The contract stipulated for the contractor to **discharge her / his contractual obligations personally**. The contractor was entitled to availing herself / himself of **substitution by a qualified third party** in exceptional cases. The University was to be promptly advised with regard to the occurrence of substitutions. The contractor was entitled to selecting her / his substitute after consultation with the University. No legal relationship ensues between the University and the substituting third party.

Applicable law

The contractor is herewith advised that the contract at hand is **no employment contract**; thus, this service contract does not fall under the incidence of Labour Law (holiday, sickness benefits, special payments, severance pay, etc.). Should this contractual relationship be qualified as an employment contract by Austrian courts of law, the contractor states explicitly that each and all claims pursuant from this contract beyond the remuneration, as specified by Labour Law, are satisfied by payment of said remuneration.

Social security, income tax liability and obligation of disclosure of the contractor

The **fee includes all applicable taxes, charges and contributions**. The contractor shall bear the sole responsibility of all relevant notifications and declarations. In accordance with § 99 EStG [Income Tax Law], the University of Vienna undertakes solely to withhold and pay withholding tax, as well as value added tax (if applicable). Should the contractor be employed under public law as a civil servant, her / his remuneration shall be transferred as ancillary income to her / his regular (main) place of employment (§ 240a BDG [Public Sector Employment Law]).