

To  
 University of Natural Resources and Life Sciences, Vienna  
 Personnel department  
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## Remuneration request Guest Professor

### Particulars

Surname / first name / title	Birth date

Home address

### Teaching

Course title	week hours per term
Remuneration in € € 1000,- for 1 week hour per term	1

**Please note that if the course is offered virtually, there will be no refund of traveling expenses or daily allowance!**

**Daily allowance**

How long did you stay at BOKU? (days)	
Remuneration in € € 50,- per day, maximum remuneration for 1 week hour per term is € 350,- (7 days)	2

**Traveling expenses (please attach tickets)**

Costs	Sum
<b>Total</b>	
Maximum refund (€ 400,- Europe or € 1.000,- global)	3

<b>Total amount in €</b>		
1	+	2
	+	3
=		

**Bank details for transfer**

Account number (foreign countries IBAN):	
Bank (name)	Bank code number (foreign countries BIC / SWIFT):

date / signature

Tax information:

No income tax needs to be paid if your gross remuneration does not exceed € 2000,- (Double Taxation Agreement between your home country and Austria is required). But you are obliged to join an Austrian health insurance!

For a daily allowance of max. € 26,40 you do not need to pay taxes. If you get € 50,-- per day, you have to pay taxes on € 23,60.

Only for German citizens: you need not join an Austrian health insurance in Austria if you can prove an existing national insurance (medical and accident insurance and pension) in Germany (use the form A1 **before you start you lectures in Austria**).