

## Information sheet for the financial processing of KOEF, Asea-Uninet, Eurasia-Pacific-Uninet and Africa-Uninet projects at BOKU:

Version: March 2026

Since the OeAD no longer makes direct payments to employees/students from partner universities who come to Austria (= incomings), this must be done by the BOKU project management.

In ePM, all amounts to be transferred to the partner university or its incoming students and staff must therefore be entered as “transfer funds”.

If a project is approved, these amounts will be transferred to the partner university (and not to the incoming students/staff themselves) wherever possible. All mobile students (Incoming and Outgoing, but not the employees of BOKU or of the partner universities) must also be entered in the transparency database.

### a) Procedure for transferring travel and accommodation costs to partner universities:

Specifically, it is recommended to inform the partner university of the maximum amounts for travel and accommodation costs provided for in the respective project, but to leave the complete travel bookings to the partner university (so that it bears any rebooking costs in the event of visa problems or illness) and to request the partner university to pre-finance the complete travel and accommodation costs.

### PLEASE NOTE:

- Neither currency exchange fees nor bank charges can be paid from project funds; these must be financed from the partner university or from the BOKU institute's “Rucksack” or other projects.
- The universities are 100% liable to the OeAD if the money transferred is not used or is used improperly.

After the mobility programme has been completed, flight receipts, boarding passes, etc. are sent to BOKU. The BOKU project leader then transfers the corresponding amount to the partner university, which gives the amount to the traveller, who then signs the confirmation of receipt<sup>1</sup> (to confirm receipt of the travel and accommodation costs). This confirmation is then sent to BOKU.

If the partner university is unable to pre-finance the travel and accommodation costs, it is recommended that the corresponding amount for travel and accommodation

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<sup>1</sup> Templates for these confirmations of receipt:

- a) For KOEF:  
[https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Foead.at%2Ffileadmin%2FDokumente%2Foead.at%2FIHK%2FKoEF%2F03\\_Implementierung\\_Reporting%2FGuidelines\\_and\\_templates%2FKoEF\\_Confirmation\\_of\\_Receipt\\_Accommodation\\_and\\_Subsistence\\_Expenses.docx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Foead.at%2Ffileadmin%2FDokumente%2Foead.at%2FIHK%2FKoEF%2F03_Implementierung_Reporting%2FGuidelines_and_templates%2FKoEF_Confirmation_of_Receipt_Accommodation_and_Subsistence_Expenses.docx&wdOrigin=BROWSELINK)
- b) For Africa-Uninet: [https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fafrika-uninet.at%2Ffileadmin%2FDokumente%2Fafrika-uninet.at%2F03\\_Projects%2FProject\\_Reporting%2FUpdate\\_2024%2FAfrica-UniNet\\_Confirmation\\_of\\_Receipt\\_Accommodation\\_and\\_Subsistence\\_Expenses.docx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fafrika-uninet.at%2Ffileadmin%2FDokumente%2Fafrika-uninet.at%2F03_Projects%2FProject_Reporting%2FUpdate_2024%2FAfrica-UniNet_Confirmation_of_Receipt_Accommodation_and_Subsistence_Expenses.docx&wdOrigin=BROWSELINK)
- c) For Asea-Uninet and Eurasia-Pacific-Uninet, the above templates should be adapted accordingly.

costs be transferred to the partner university after presentation of the flight reservation and invoice. In this case, too, the necessary receipts (flight invoice, boarding passes, confirmation of acceptance by the traveller) must be sent to BOKU.

**b) Entry in the transparency database:**

All transfers to the partner university and to mobile students (outgoing and incoming; but not to staff from BOKU or the partner university!) must be recorded in the transparency database (TDB).

(Ideally, therefore, only employees of the partner universities or BOKU should travel in these projects.)

Outgoing students are recorded in the Austrian central register; therefore, the transfer of travel and accommodation costs to these persons can be transmitted directly from the accounting department to the TDB.

If students come to BOKU (regardless of whether they are admitted as students or not), they must first apply for a 'replacement code' (Ersatzkennzahl) so that they can be registered in the TDB.

To this end, students must send the BOKU project leader a copy of their passport and a scan of the following form, duly signed, as soon as possible, ideally 6 months before their arrival. Unfortunately, this form is only available in German:

<https://www.bundeskanzleramt.gv.at/dam/jcr:219ca711-4465-4bd1-843a-68ac3335039a/SZRB-ERnP-Vers-05-2024-bf.pdf>

An explanation in English on how to fill out this German form can be found at <https://www.usp.gv.at/hilfe-und-support/profilverwaltung/ausfuellhilfe-ernp.html>

Once the BOKU project leader has received the passport scan and the scan of the form, these documents must be sent to [post.szrb@bka.gv.at](mailto:post.szrb@bka.gv.at) and apply for an 'Application for entry in the supplementary register for natural persons (ERnP)' and a 'vbPK-ZP-TD (encrypted area-specific personal identification number "zurPerson" / sub-area 'transparency database')' for these students.

As soon as the BOKU project management has been notified of the vbPK-ZP-TD, it can be forwarded to the accounting department for entry into the TDB.