



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 houre per term	1

Daily allowance

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

Traveling expenses (please attach tickets)

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

Total amount in €
<div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 10px;">1</div> + <div style="border: 1px solid black; padding: 2px 10px;">2</div> + <div style="border: 1px solid black; padding: 2px 10px;">3</div> </div>
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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**).