Staatliche Hochschule
für Gestaltung Karlsruhe

Invoice for guest lectures and events

Surname / Name:..... Date of birth: .....
Postal address
Street: ..... Town / postcode ……
……

Bank account information:

Name of Bank .....
IBAN ..... SWIFT-BIC .....

The above mentioned person held a lecture / series of lectures / a seminar / any other kind of event that took place on ..... (day/month/year), to the extent of ..... hours.
The topic was:
.....

The event was open to all the school's students and employees ☐ yes ☐ no

The royalty as agreed upon is € ..... as well as travel expenses
from ..... to .....
if necessary state the distance in km: …… km.

Or travel expenses for public transportation in the amount of: …….....€
Please attach the corresponding receipts

The speaker's main occupation is .....
He/she is an employee of the public service ☐ yes ☐ no

I hereby assert that I have to ensure the taxation of preceding compensation for work and travelling on my own behalf and that all information is complete and correct.

Karlsruhe, Signature of speaker

…… ……

I hereby guarantee that the event has been correctly held to the above stated extent.

Factually correct
Karlsruhe,

Signature of professor
(or person responsible for the project)
Name in block letters

..... ……...