

Friedrich-Schiller-Universität Jena  
Dezernat 2 - Finanzen und Beschaffung  
Leutragraben 1  
07743 Jena

Domicile of sender\*: Name:

Privat-  
Adresse:

Geburtsdatum:

Steuer-ID:  
(11-stellig)

Invoice date\*:

**Invoice for Travel Expenses /  Service Fee Invoice** (Please mark where applicable)

Invoice number (chosen by sender):

**Purchase order number or PSP-Element assigned by University of Jena:\***

(In case of travel expenses, please attach the invitation letter of University of Jena.)

(Please mark where applicable)\*

I am no entrepreneur (= no taxable person for VAT purposes)<sup>1</sup>. No VAT arises.

I am a small entrepreneur according to sec. 19 UStG (annual turnover ≤ € 22,000). My tax number or VAT-ID is:<sup>2</sup>

If the above options do not apply, this form is not applicable. An invoice must be issued according to sec 14 par 4 UStG. (For VAT-related questions you may contact: steuern@uni-jena.de)

Description of the services rendered\*: Teilnahme/Vortrag beim Strategietreffen der FOR 2783

Date of services rendered\*: 20. Juni 2025

(Please tick the box only if applicable)

Travel expenses assumed by the University of Jena based on Thuringian travel expenses law (ThürRKG).

	Date
Beginning of the business trip:	
Beginning of the appointment:	
End of the appointment:	
End of the business trip:	

Travel expenses	Amount
Train	EUR
Airplane	EUR
Car (      kilometres travelled during round-trip)	EUR
Public transport (bus, tram)	EUR
Accomodation costs	EUR
Other (Visa, rental car, taxi, parking fee)	EUR

\* Mandatory information. Only completely filled in receipts can be processed. Please fill in all boxes. Legal basis for the collection of personal data are Art. 6 Abs. 1 lit c DSGVO, § 8 MV, § 93a Abs. 4 S. 1 AO, § 93c Abs. 1 Nr. 2c AO.

1 An entrepreneur is anyone who independently and recurrently pursues a trade or professional service.

2 If a small entrepreneur's address is foreign, VAT will be paid to the tax authority by University of Jena in the reverse charge procedure.

**Amount Payable (as agreed)\***

EUR

Compliance with the order/invitation is confirmed.

Please transfer the amount to the bank account\*:

IBAN:

BIC:

If you do not have SEPA bank details, see the attachment for payments outside the SEPA area.

I am aware, that the Friedrich Schiller University Jena as a public institution is obliged to report this payment to the competent Tax Authorities according to the rules and regulations on reporting to the Financial Authority (Mitteilungsverordnung).

Signature\*