

This is a sample for guest lecture invoices

Please notice:

1 „Unterrichtsstunde“ = 45 minutes

Deutsche Version

Guest lecture invoice - proof for the relevant tax authority -

for temporary teaching agreement in the winter semester 2022 at Faculty Social Sciences and C

Düsseldorf, den

Options:
4 SWS-Seminar
3 SWS-Seminar
2 SWS-Seminar
1 SWS-Seminar

If unknown:
look at the letter from
Ulrike Keller or
ask Sabine
Evertz

Mr/Ms Title First Name Family Name Phone

Address E-Mail h/week Fee (€/h (=45 Min.))

IBAN BIC/SWIFT Bank name Responsible tax authority tax no. tax ID (if applicable)

Month	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	Total h	Total €	
Sept.							2																	2	70,00 €	
Okt.																										
Nov.	4								4							4							4	2	770,00 €	
Dez.							4							4									4	2	420,00 €	
Jan.				4							4										4		4	6	560,00 €	
Feb.	4																						4	4	140,00 €	
Sum of paid hours																	56	Total compensation					1.960,00 €			

In case of participation in the module meeting, 2 teaching hours can be added

Responsible tax authority, tax no. and tax ID only fill in if you're living in Germany

In case of participation in adjunct lecturers meeting in the particular semester („Lehrbeauftragtentreffen“), 2 teaching hours („Unterrichtsstunden“) can be added

max. 8 teaching hours can be added

Mostly forgotten: has to be signed by hand

Properly conducted

Calculated correctly

Adjunct / guest lecturer

Dean

Ulrike Keller

When finished, please send your guest lecture invoice via email to the dean's office (dekanatsassistentz.soz-kult@hs-duesseldorf.de)