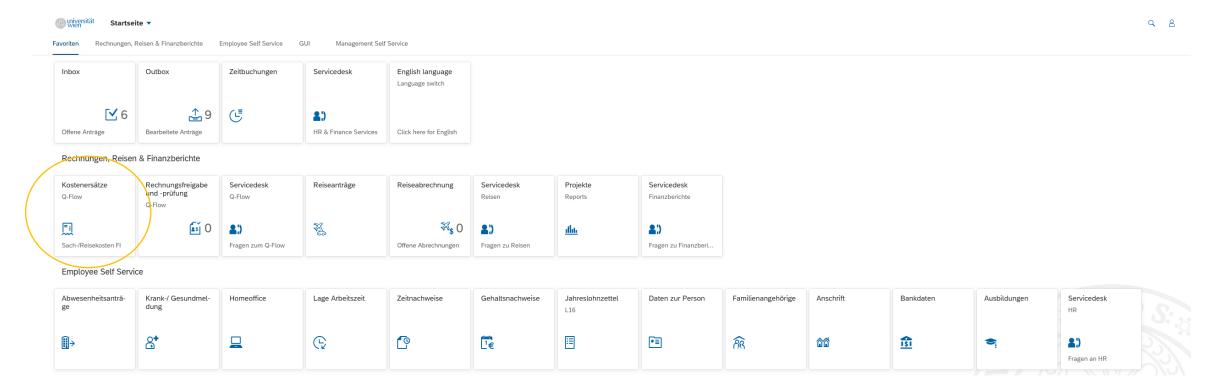


- Am I going on a duty / business trip, or do I need to take a leave of absence? Typically, a conference visit will be a leave of absence case, but if you're unsure, here are the explanations on u:wiki: https://wiki.univie.ac.at/x/Fpc4Cg
- <u>Do I have an invoice?</u> An invoice is a document that states the **final price and** the product or service to which the price applies; an invoice may either document money that has already been paid, or it may establish a deadline until when the money must be paid. An invoice contains the word "Rechnung" or "invoice", along with complete information about the vendor (i.e., complete company name, bank details for payment...). A booking confirmation is NOT an invoice, as you typically pay for a hotel upon arrival or end of stay and receive the invoice then.
- Make sure any invoice directly adressed to the university carries the following billing address + a cost center or internal order number: https://finanzwesen.univie.ac.at/en/billing-adresses/

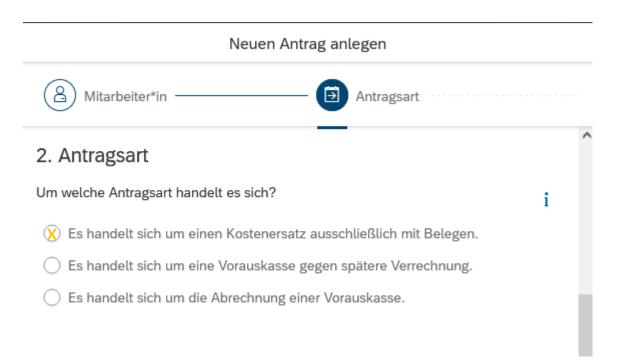


Step 1: log into hrfi.univie.ac.at and select the app "reimbursements / Q-Flow":





Step 2: create new application by clicking the ",+" at the top left of the page, then select "reimbursement with invoices":



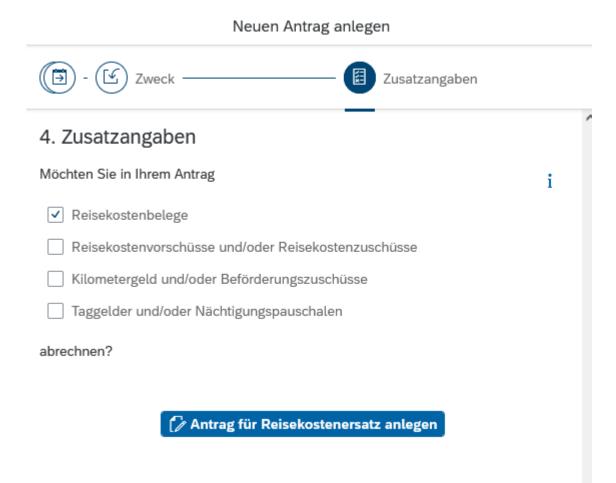


Step 3: select "travel reimbursement with invoices":

Neuen Antrag anlegen Antragsart Zweck 3. Zweck Um welchen Kostenersatz handelt es sich? Kostenersatz Sachkosten ausschließlich mit Belegen Kostenersatz Reisekosten ausschließlich mit Belegen Kostenersatz Exkursionskosten ausschließlich mit Belegen



Step 4: select "travel cost invoices":





5

Final step: You are getting a complete reimbursement – simply fill in the form that opens here, select the designated cost center (depending on who is reimbursing you)

*Ansprechpartner*in: Ansprechpartner*in Kostenstelle oder Innenauftrag:

*Einrichtung: Einrichtung

*Kostenstelle angeben

*Kostenstelle:

*Kostenstelle:

and upload your invoice

EINRICHTUNG



DONE! You will receive your money within 2 − 3 days ©

Final step(s): You are getting one or multiple partial reimbursements.

For each subsidy, fill in the same form once (i.e., if the institute and the ECR fund are each contributing to your conference, fill in the form twice).

Each time, select the correct cost center and denote in the commentary field that you are receiving a subsidy, not a full reimbursement, along with the reimbursement amount:

KOMMENTAR
Subsidy / Reisekostenzuschuss: please do not reimburse entire invoice, only the requested amount (100 €)
BESTÄTIGUNG
Der*Die Zahlungsempfänger*in nimmt zur Kenntnis, dass allfällige aus Dienstreisen erworbene Bonusmeilen/Bonuspunkte ausschließlich Bonusmeilen/Bonuspunkten unzulässig ist.
Der*Die Zahlungsempfänger*in bestätigt, dass die Kosten der Reise ausschließlich dienstlich veranlasst waren.
> Datenschutzerklärung
□ Der*Die Zahlungsempfänger*in hat die Datenschutzerklärung gelesen und verstanden.

