

# Information sheet on billing procedure

Status: October 2024

## Principles

- **Advances will not be paid.**
- 5 – **No cash payments!**
- As a rule, all necessary expenses are to be paid by you in advance.
- Expenses will only be reimbursed on the basis of an AStA financial resolution and against corresponding original proof of payment.
- You must arrange for reimbursement of your expenses yourself, come to the office hours and submit
- 10 the required documentation (proof of payment, reimbursement request).

## Proofs of payment

The following proofs of payment will be accepted for reimbursement:

- 15 1. Receipts with *item names* (prices without further details are not sufficient; in this case, be sure to have a receipt issued!)
  
2. Invoices paid in cash with an appropriate note and/or stamp ("amount received", "cash payment" or similar).
  
- 20 3. Other invoices are valid as proof of payment or a receipt only in conjunction with the account statement containing the corresponding entry  
*Important:* The AStA may *not* be the invoice addressee on these invoices!
  
- 25 4. Tickets with price imprint and pincer imprint (invoice originals of the point of sale as proof of payment, or printouts of mobile tickets with proof of payment!)
  
5. Receipts (usually up to 100€) with the following information: Date of issue, amount paid, purpose of payment, name and signature of the recipient and stamp.
  
- 30 **Only originals are accepted as proof of payment, no copies! We accept only invoices in a neat and legible condition! (especially with thermal paper, the printing ink comes off quickly)**

**If you bring payment receipts from several people, please make sure that the respective proof of payment can be easily assigned.**

- 35 **Only what has been authorised, will be reimbursed. Please make sure that only the reimbursable items are listed on the receipts. (no food or tobacco etc.)**

40 **If invoices are paid via PayPal, we also require a correct proof of payment. You can get this as follows:**

1. click on Settings (gear icon)
2. click on "Data and privacy"
3. click on "Account statements and taxes".
4. click on "User differentiated".
- 45 5. click on "Account statements and taxes".
6. click on "User differentiated" and select the day on which the transfer was made

7. open as PDF and click on print.

### **Request for reimbursement**

50 The collected proof of payment and the respective top number must be submitted during the office hours of the Finance Department. You will then have to fill out the reimbursement application on site.

Please *do not glue* or *staple* the proofs of payment on paper!

The reimbursement request must be submitted by *you*, i.e. a natural person - *not* by an association/organization. Please fill in *only the following fields* of the form "Reimbursement request" *legibly* (block letters):

- 55
- First and last name
  - Private address (street, postal code and city!)
  - IBAN, BIC, Financial institution
  - Date/Signature (handwritten, *not* "by proxy" or "on behalf of" etc.)

60 *Important:* If the specified account is not your account, the name of the account holder must be entered after the text "to the account"!

**All other fields will be filled in by the finance department!**

### **Travel costs**

65 It is imperative that the following be observed when accounting for travel expenses:

- Flight tickets will not be refunded. (unless it is an exceptional case that has been explicitly authorised by the Finance Plenum)
- Remember that you will need proof of payment - usually tickets or airline tickets (the latter only with boarding pass!) - from people you invite as referents for your event and whose travel expenses you would like to be reimbursed. So make them aware that they have to send you the originals!
- 70 – Before submitting, check whether the correct total price is printed on the tickets; this is rather the exception with airline tickets! In this case you still need the invoice of the travel agency (proof of payment).

### **Payment**

75 After the *complete* receipt of the documents, it usually takes another three weeks until you have the money in your account. Inquiries before the end of these three weeks are pointless, unless there are uncertainties.

### **Unclarities**

80 If you are unclear about the reimbursement process, contact us *immediately*. This will avoid later hassle due to non-existent or non-refundable proof of payment.

### **Contact**

85 AStA der TU Berlin, Finanzreferat, Sek. TK2 Straße des 17. Juni 145, 10623 Berlin

Email: finanzreferat [at] asta.tu-berlin.de

Opening hours on [www.asta.tu-berlin.de/finanzreferat](http://www.asta.tu-berlin.de/finanzreferat)