

Guide for online conference fees

Due to the corona pandemic, conferences are currently being held online, whereby online conference fees are incurred which are not reimbursed as part of a business trip, but are instead refunded by way of a booking confirmation, i.e. an application for a business trip is not necessary. There are different regulations for domestic and foreign payments.

Domestic organizers

In Germany, invoicing by the organizer is essential; there is a legal obligation to do so. Invoicing can be done by post or as a PDF by email. Without invoicing, reimbursement of the displayed fees is only possible in justified **exceptional cases**. The department for purchasing (rudolf.imiella@uni-jena.de) should be contacted in the event that no billing can be carried out, **before registration** by e-mail stating the amount, purpose and a direct link to the organizer's website. This regulation applies to conference fees up to EUR 1,000; in the case of higher amounts, the purchasing department must always be contacted in advance.

Non-domestic organizers

Due to various registration mechanisms, billing is not always possible abroad; however, this should be preferred. In the case of billing by invoice, the VAT registration number of the Friedrich Schiller University of Jena (FSU) must be specified when registering the participant (DE150546536). The invoice is then sent to the FSU net without sales tax (VAT). The FSU transfers the German VAT to the tax office using the reverse charge procedure (the cost center is charged accordingly).

In the event that invoicing cannot take place from abroad, the purchasing department (rudolf.imiella@uni-jena.de) must be contacted before registration by email stating the amount, purpose and a direct link to the organizer's website. The expenditure must be approved in advance, otherwise there will be no reimbursement! The VAT ID of the FSU may not be used when registering. The private person registers for the event. The amount to be paid (often by credit card) already includes sales tax (the organizer is responsible for the transfer). The reimbursement will be made on presentation of the credit card statement and an invoice or a printout after payment, showing the amount of the payment claim, together with the booking confirmation and a printout of the email from Mr. Imiella about the approved expenditure. Please indicate in the subject line of the email to Mr. Imiella "Antrag auf Genehmigung des Auslagenersatzes für Online-Konferenzgebühren" (Application for approval of the reimbursement of expenses for online conference fees) and note the application notes for reimbursement of expenses (see Hanfried).

The following methods are available for sending invoices to the FSU:

Postal address:

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

Email address for incoming electronic invoices:

For legal reasons, electronic invoices may only be accepted if they are sent by the company in PDF format directly to the following email address: rechnungseingang@uni-jena.de