



Information Sheet BILLING Guest Lecture/Workshop/Conference

Terms

The money granted by the HPSL cannot be payed out directly to the organizers of an event, but is balanced by the coordination office after the event.

Fees and Expenses claims:

For **guests**, use the [Fees and Expenses Claims Form](#) provided by the University of Basel's Finance and Controlling Department (valid for fees, travel costs, and other expenses). In order to do so, please contact the coordinator **before** the event.

University of Basel employees' costs are settled by the coordinator. For this, make sure all original receipts have been submitted.

After the event, please submit a detailed final account (see below) to the coordinator, based on the previously requested budget. Bills made out by service providers are (preferably) sent directly to the coordinator, who will balance them.

Requested but unused money has to be refunded.

Final account

After the event, a final account has to be put in, including the following documents (see sample documents):

- Short cover letter
- Itemized list of all expenses
- Original receipts (hard copy, see 'Fact Sheet for Filing and Scanning of Original Receipts')
- Scanned original receipts (digitally, see fact sheet)

Additionally, for workshops:

- Short workshop report (ca. 1 page A4)

Additionally, for conferences:

- Short conference report (ca. 1 page A4)
- If appropriate, a concluding financial report covering the whole conference, signed off by the external funds administration

Address of the coordinator:

Dr. Philipp Dankel
Coordinator HPSL Basel Freiburg &
MSG Language and Communication
c/o Department of English
Nadelberg 6
CH-4051 Basel