

Disbursement and billing information for C-SEB grant recipients

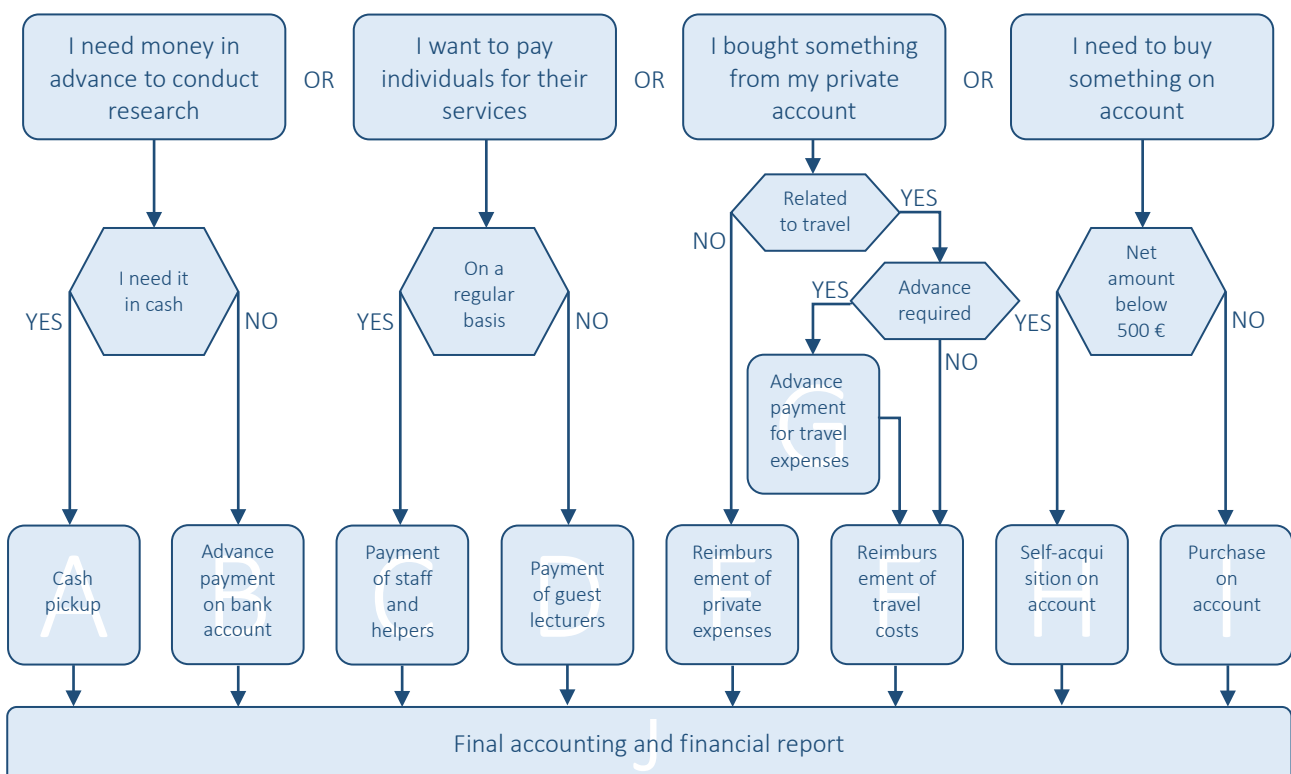
General information

The C-SEB central office is responsible for the approval of payments and the financial administration of all C-SEB grants. Therefore, every funding request needs to be signed at the C-SEB central office. After approval, C-SEB will forward your documents and reimburse you for your expenses. Please note that we need receipts for all expenses in order to reimburse you. Please also remember that we can only reimburse expenses that are fundable according to the DFG Guidelines for Excellence Centers and Research Centers, the UoC Guidelines for Excellence Centers, and the UoC Hospitality Guidelines. Technical equipment or IT devices may only be ordered after consultation with C-SEB.

For general inquiries and questions regarding fundability please contact Dominic Akyel (1146, akyel@wiso.uni-koeln.de), for questions regarding the financial administration please talk to Rebekka Cordes (5486, cordes@wiso.uni-koeln.de).

Overview about procedures

The following flowchart should help you to find the appropriate procedure to get access to our funds.



Detailed information on procedures

A. Cash pickup (“Bar-Abschlag”)

This procedure applies if you need cash money for research (e.g. to pay your experiment participants) or other purposes. In order to pick up cash, please send us the filled [C-SEB request form “Cash pickup”](#). It may take up to two weeks until your cash amount is ready for retrieval and can be picked up at the University Cash Office. While spending the money, please remember that we need a detailed listing and all receipts of your expenses. If you do not spend the full amount, it is required that you notify us and return the remaining money to the cash office. You will get a receipt from the cash office that you need to hand in to us.

B. Advance payment on bank account (“Abschlagszahlung”)

This procedure applies if you would like to get an advance payment on your personal bank account. In order to get an advance payment on your bank account, please send us the filled [C-SEB request form “Advance payment on bank account”](#). We will complete the form and forward the document to the respective administrative unit. While spending the money, please remember that we need a detailed listing and all receipts of your expenses.

C. Payments for research staff and student helpers (“Kosten für Mitarbeiter und Hilfskräfte”)

C-SEB is not directly involved in the hiring process for research staff and student helpers, but instead provides you with the account details for the payment of staff from our funds. Please stick to the standard procedures: fill in and send us the respective [employment application form](#), but leave the UoC account information field (“PSP-Element”) and signature field for the budget manager open. We will complete the form and forward all documents to the UoC personnel department.

D. Payment of guest lecturers (“Aufwandsentschädigung für Gastvortragende”)

This procedure applies if you would like to pay individuals for talks and seminars. Please use the standard forms and procedures: fill in and send us the respective [guest lecture allowance form](#), but leave the UoC account information field (“PSP-Element”) and signature field for the budget manager open. We will complete the form and forward the document to the respective administrative unit.

E. Reimbursement of private expenses (“Erstattung privat bezahlter Auslagen”)

This procedure applies for all fundable expenses that you bought privately and payed from your private account. Please use the standard forms and procedures: fill in and send us the [expense reimbursement form](#), but leave the box at the side and the bottom blank (“PSP-Element”). We will complete the form and forward it to the respective administrative unit for approval.

F. Reimbursement of travel costs (“Reisekostenabrechnung”)

Please use the standard forms and standard procedures, but send your travel authorization request (in [German/English](#)) and later your travel expense reimbursement (in [German/English](#)) with all receipts to C-SEB. When you fill in the forms, please leave the UoC account information field (“PSP-Element”) open. We will complete the forms and forward your request to the respective administrative unit.

G. Advance payment for travel expenses (“Abschlagszahlung für Reisekosten”)

You may receive an advance payment for your travel expenses on your personal bank account if you wish. Please note that the University will usually not pay the full amount for travel expenses in advance, but a share of 80 %. In order to get an advance payment, please send us the filled application “Advance Payment for Travel Expenses” (in German/English) together with the corresponding receipts and the corresponding travel authorization request.

H. Self-acquisition on account (“Selbstbeschaffung auf Rechnung”)

This procedure applies if you plan to purchase something on account from a company and the net amount is below 500 € (excluding value-added tax). In this case, it is necessary that you fill in and send us the C-SEB request form “Self-acquisition”. After we have approved your request you can buy the desired item on account. Please use your business address as mailing address and the address of the UoC central billing unit (Universität zu Köln, Zentraler Rechnungseingang, Postfach 41 09 24, 50869 Köln) as billing address. Moreover, it is very important that you instruct the retailer to provide the following information clearly visible on the invoice: “Kostenstelle/PSP-Element D-72123-B-403-301800000”. After the ordered items have arrived, please check the correctness of billing, send the bill to the UoC central billing unit as well, and inform C-SEB that your order has arrived.

I. Purchase on account (“Beschaffung auf Rechnung”)

This procedure applies if you plan to purchase something on account from a company and the net amount is above 500 € (excluding value-added tax). Please stick to the standard procedures: fill in and send us the respective purchase request form (in German/English), but leave the UoC account information field (“6. Finanzierung”) and signature field for the budget manager open. Please also send us a copy of the offer for the product or service that you would like to acquire. We will complete the form and forward your request to the UoC central purchasing unit. After the product has arrived, please check the correctness of billing and send the bill to C-SEB. We will authorize the purchase and forward your bill to the respective administrative units.

J. Final accounting and financial report (“Endabrechnung und Finanzreport”)

It is necessary that you prepare a final accounting and financial report once your project is completed. Please fill in, sign and send us the C-SEB form “Final report” within one month after completion of your project.