

## Disbursement and billing information for C-SEB grant recipients

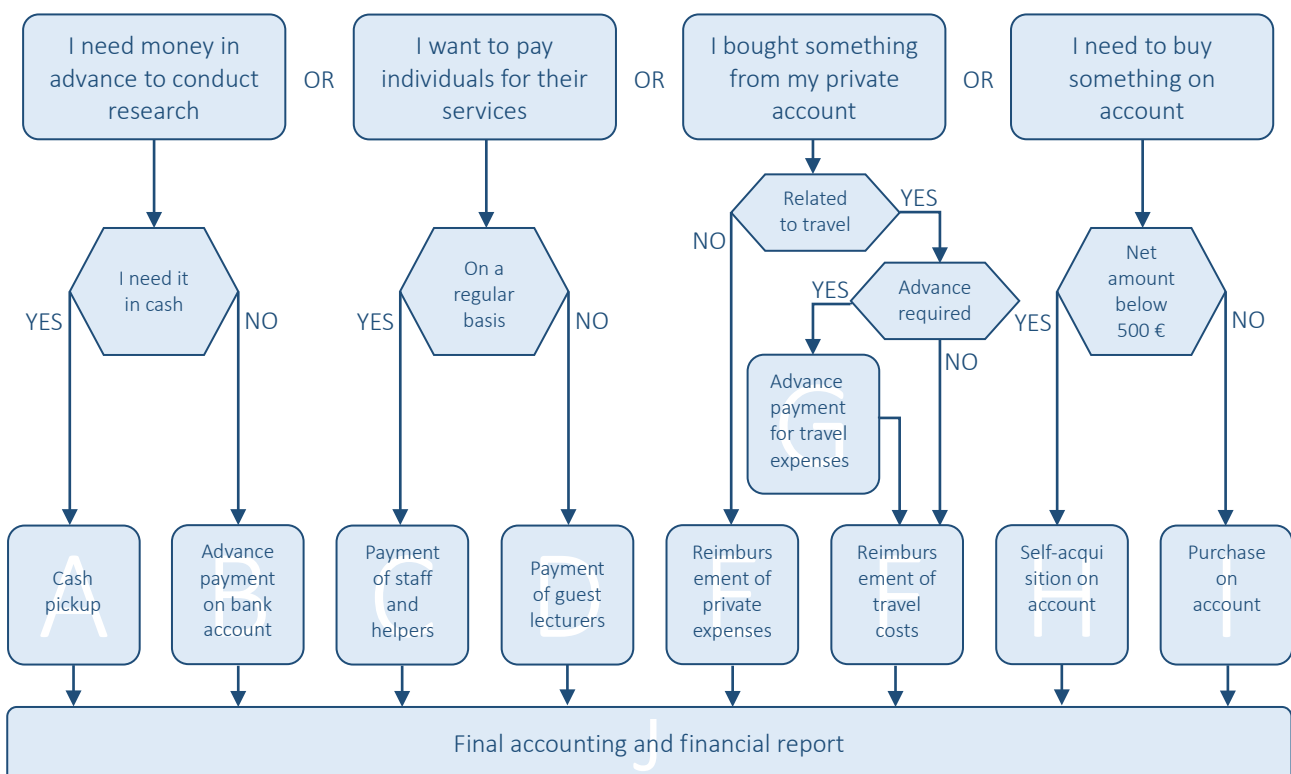
### General information

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](mailto:akyel@wiso.uni-koeln.de)), for questions regarding the financial administration please talk to Rebekka Cordes (5486, [cordes@wiso.uni-koeln.de](mailto: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 [UoC request form](#) (only available in German) at least three weeks prior to the requested collection date. At the same time, send an e-mail to the [UoC’s cash office](#) informing them about your request for a cash pickup, stating the total amount and the desired denomination. Make sure to receive a confirmation. While spending the money, please remember that we need a [detailed listing and all original receipts](#) of your expenses afterwards. 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 need an advance payment on your personal bank account. In order to get an advance payment on your bank account, please send us the filled [UoC request form](#) (only available in German) at least three weeks prior to the requested date of receipt. We will complete the form and forward the document to the respective administrative units. While spending the money, please remember that we need a [detailed listing and all receipts](#) of your expenses five weeks after having spent the advance payment. If you do not spend the full amount, it is required that you notify us and transfer the remaining money to the University of Cologne.

### 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 (“Gastvortrag”)

This procedure applies if you would like to reimburse individuals for talks and seminars. Please use the standard forms and procedures: fill in and send us the [C-SEB travel expense claim form](#) together with copies of all receipts and a print out of the lecture announcement. We will check the documents and forward everything to the respective administrative units.

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

This procedure applies for all fundable expenses with a total amount not higher than 500 €, that you bought privately and paid from your private account. For expenses that are going to be higher than the net amount of 500 € please refer to “H. Self-acquisition on account”. Please use the standard forms and procedures: Fill in and send us the [expense reimbursement form](#), but leave the box at the right side and the bottom box blank (“Kontierung, Prüfung und Freigabe”). We will complete the form and forward it to the respective administrative units for approval.

### F. Reimbursement of travel costs (“Reisekostenabrechnung”)

Please use the standard forms and standard procedures of the UoC, 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 a product or service 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 or the service has been provided, the bill will be send directly to C-SEB. After consultation with you 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.