



INFORMATION SHEET for lecturers

Fee payment

Teaching fees are income that is subject to income tax (self-employed income) within the meaning of Section 18 EStG (*German Income Tax Act*), as lecturers work on a part-time basis. Remuneration is paid only for individual course hours actually held (in the summer semester a maximum of 14 individual course hours and in the winter semester a maximum of 15 individual hours per allocated scope for semester hours per week). Remuneration for course hours held on top of the agreed and approved scope shall be excluded. If it is foreseeable that a minimum participant number of 5 students will not be reached, the responsible dean's office must be informed immediately. No remuneration is paid for periods in which the teaching assignment cannot be performed.

We therefore kindly ask you to complete the required forms at the end of the semester with the greatest possible care, sign them and **submit them to Division I/4 via the institute, the chair or the central institution.**

Travel expenses report

Travel expenses are settled after the end of the semester. For settlement of the expenses, we kindly ask you to fill out the corresponding "Travel expenses report" form and submit it to us **via the institute, the chair or the central institution**. In line with the regulations in force at the Catholic University of Eichstätt-Ingolstadt, travel expenses are generally only reimbursed up to the amount of EUR 275.00 per semester (irrespective of the number of teaching assignments); travel expenses within a radius of 20 km of the teaching assignment location cannot be reimbursed. The travel expenses will be transferred to the bank details you have provided (if the requirements are met) after receipt of the relevant forms. Lecturers who cannot claim reimbursement for travel expenses will receive a mobility allowance of EUR 10.00 per semester hour per week for the entire semester upon application.

Please note that the written application for reimbursement of travel expenses must be submitted to Division I/4 within six months of the start of the trip to be invoiced (cut-off period in accordance with the provisions of the BayRKG (*Bavarian Act on Travel Expenses*)).

Lecturers in the field of arts can take out compulsory or voluntary insurance under certain conditions. Further information can be obtained from the insurance fund 'Künstlersozialkasse' and the statutory health insurance funds.

As self-employed persons, lecturers are not covered by statutory accident insurance and we would therefore like to draw your attention to the possibility of voluntarily taking out private accident insurance.

The forms for the calculation of course hours ("*Stundenaufrechnung*") and reimbursement of travel expenses ("*Reisekostenabrechnung*") can be found as PDF files on our website and are also made available by the dean's office at the end of each semester.

We wish you all the best for your teaching assignment at the KU!
If you have any questions, please do not hesitate to contact us.

With kind regards,

Your Human Resources Department - Division I/4

