

Anlage 03/01: Settlement of a project subsidy from student body funds

by post to:

Allgemeiner Studentischer Ausschuss
der Europa-Universität Viadrina
Große Scharrnstraße 59
15230 Frankfurt (Oder)

by email to:

asta-finanzen@europa-uni.de

Settlement of a project subsidy from student body funds

general information:

applicant:	
title of the project:	
number of participants:	
duration of the project::	
approved grant from student body funds:	

account details for settlement:

account owner:	
IBAN:	
BIC:	

cost overview:

actual revenues:	
actual expenses:	
surplus / deficit:	

settlement created by:

last name, first name:	
email address:	
phone number:	

information on the realisation of the project:

<p>Implementation of awareness measures and awareness inci- dents:</p>	
<p>project report:</p>	

checklist to be confirmed by the applicant:

For each item in the settlement, there is a receipt in original or in a clearly readable copy. Smaller original receipts, such as cash register receipts or invoices, are attached.	
For donations or funding from other institutions, the corresponding funding notifications are attached, and the receipt of funds is documented (bank statement).	
The revenues from participant contributions for trips and accommodations are listed accordingly and documented (bank statement). For events, the number of participants is provided.	
All receipts are consecutively numbered and attached as listed in the tabular settlement.	
For receipts in Polish currency, the applicable daily exchange rate on the purchase day is provided, and the amounts in zloty are converted to euros. The expenses are described in German under the purpose of use.	
Pfand have been marked on the receipts and deducted.	
No alcohol, tobacco, or medications were purchased with student body funds. There were no donations.	
The complete settlement will be submitted in signed receipt form to the AStA (without newspaper articles, pictures, brochures, etc.).	

By my signature, I declare that I am aware of the guidelines for project settlement and that the information provided is factually and mathematically correct.

I am attaching a statement of all revenues and expenses along with the corresponding receipts to this settlement.

Note: If the settlement of the project subsidy from student body funds is not claimed within the deadline specified in the project guidelines, the entitlement to funding will expire.

 place, date

 signature of the applicant