



## Guide for Guest Lectures

Guest lectures supplement and deepen the curriculum and research area, which is why scientists and scholars visit Universität Hamburg to give lectures.

Therefore, it is necessary to establish a short and simple process for guest lectures.

### Procedure

The guest lecturer is sent an invitation letter (Attachment 1) by the faculty, department, or institution. This invitation includes a sample invoice (Attachment 2), which is to be used to create an invoice for later submission. The faculty, department, or institution sends a copy of the invitation to the Strategic Purchasing Team (732) together with page 2 of Vorgehensweise für UHH-Mitarbeiter (Procedure for Universität Hamburg employees).

The Strategic Purchasing Team then sets up an open item in SAP so that the allocated budget is also visible for you in the SharePoint account statement.

After their stay, the guest lecturers will simply submit an invoice upon which the proper execution of the lecture must be endorsed.

The Strategic Purchasing Team will then arrange for payment.

### Contact persons and assistance

You can contact us via our office e-mail: [werkvertrag@uni-hamburg.de](mailto:werkvertrag@uni-hamburg.de). We are also available for you in person at Mittelweg 124, 20148 Hamburg, on the ground floor.