

**Confidential**

Paderborn,

To the  
President of Paderborn University  
- Human Resources Department Division 4.2 -  
Internal Correspondence

## Application for payment of a research and teaching allowance

First name, surname	Faculty Faculty of Arts and Humanities
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Dear Ms President,

I hereby wish to apply for payment of the research and teaching allowance specified below pursuant to § 62 of the Pay Scale Law (LBesG), in conjunction with § 8 of the ordinance on research and teaching allowances for university employees (HLeistBVO). The third-party funding agreement specified below sets out that I am to receive a research and teaching allowance.

Project	Employer/client	Tax code no.	Third-party funding amount	Research and teaching allowance amount and period

Please arrange for the transfer of the above-mentioned research and teaching allowance to the following account:

Payroll account:     To the following account:

Bank name:	
Account holder:	
IBAN:	
BIC:	

Date, signature:

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### For official use only:

Division 2.3 please check whether the research and teaching allowance can be paid:

- The allowance amount(s) is/are covered by the third-party funding.
- The allowance amount(s) is/are not covered by the third-party funding.
- Additional remarks (e.g. special termination rights):