



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

**MOMENTE**  
Mentoring Programm der Medizinischen Fakultät für exzellente  
Nach Nachwuchswissenschaftlerinnen und Nachwuchswissenschaftler



## **Guidelines for other financial support within the Mentoring Program MOMENTE of the Faculty of Medicine**

### **What kind of equipment can be reimbursed?**

- Notebooks
- Equipment, that is not part of the basic equipment of a clinic, chair, department, institute or laboratory
- Literature

### **What has to be considered for the acquisition?**

The equipment has to be inventoried at the respective institution. Literature needs to be catalogued.

After the departure of the mentee, all equipment or literature stays within the institution.

### **What can be additionally applied for?**

- Fees for the access to data bases
- Costs for further trainings
- Individual coaching or consulting by an external trainer
- Grants for print costs (The grant of the Mentoring program of the faculty of medicine has to be mentioned in the preface)
- Reprints

### **Which costs can not be reimbursed?**

- Catering und hospitality
- Consumables and office supplies
- Basic equipment
- Software, computing equipment
- Maintenance costs, repairs
- Ink cartridges
- All costs that were not authorized by the mentor and the dean's office beforehand.

### **Guidelines for submitting invoices from private individuals**

Invoices should generally be sent as a paper copy and must contain the following information:

1. The complete name and address of the person submitting the invoice and of the person receiving it
2. Your tax identification number or your sales tax number
3. Invoice date

4. A sequential invoice number for identifying the issuer's invoice, a number which has been issued only once and which is unique to this invoice
5. Extent and type of service provided
6. Date of the service provided
7. The applicable rate and the amount of tax to be charged; alternatively, the identification that you are exempt from tax
8. Signature of the person submitting the invoice

The sample invoice can be used as a template:

### SAMPLE INVOICE

	Address of the person submitting the invoice Street Zip/city Tel. E-Mail
Address of the invoice recipient Street Zip/city	Place/date
INVOICE NR. xx/20xx: Subject	
Dear.....,	
I would like to submit an invoice for xxx (type of work) for the month of xx / for the timeframe xx through xx. The amount is xxx euros (in words: xxx).	
Please wire transfer the aforementioned amount to the following account:	
Bank: _____ Routing no.: _____ Account no.: _____ IBAN _____ BIC _____	
I will pay any accruing taxes myself. (Tax number / Tax ID number: xxx; Inland revenue office xxx). [Or statement of tax exemption]	
Sincerely	