UNIVERSIDADE DA CORUÑA

FORM FOR THE PROCESSING OF EXPENDITURE CLAIMS FOR THE PROVISION OF COURSES, CONFERENCES, REPORTS, SEMINARS, ETC..

AUTHORISATION OF ACTIVITY

Mr./Mrs.Ms (name, surname)

position

as the reponsible person for the activity

invited Mr/Mrs/Ms:

NIF/Passport

with postal adress

España

(1) Resident abroad WITH agreement

Resident abroad WITHOUT agreement

NO connection to this university

(2 e 3)WITH connection to this university as (specify type)

ACTIVITY

Name:

Activity days:

This activity has been authorised by
Name and surname of resposible person

cargo
position of the responsable person

who agrees to pay the full amount ofr

charged to budget item
(indicate organic, funcional and economic)

FULL SETTLEMENT

Full amount:

Income tax witholding: 0,00€

Net amount: 0,00€

EXPENDITURE RECORD

Amount of reserved credit:

Date: :

Record number:

Economics affairs officer:

Signed:

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CThe proponent of the activity agrees

APPROVAL OF THE ACTIVITY
Responsible person

Signed:

Signed:

UNIVERSIDADE DA CORUÑA

Record number

ACKNOWLEDGEMENT OF OBLIGATION

Mr/Mrs/Ms (name, surmane)

position

as the responsible person for the activity

that such activity was performed during the proposed dates. Consequently, the obligation should be recognised and the subsequent

payment to

amount from the budget heading

and the supporting documentation for the activity

is kept on file at this centre. (specify centre)

FULL SETTLEMENN

The amount to be received is the amount corresponding to the following settlement:

Full amount:		
Income tax withholding:		0,00€
Net amount:		0,00€

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The proponent of the activity agrees

I authorise the recognition of the obligation and the subsequent payment
Head of the expense centre

Signed: Signed:

I AGREE WITH THE FULL SETTLEMENT

Mr/Mrs/Ms

declares that he/she has participated in the activity (title)

and agrees with the full settlement.

IAMOUNT TO BE PAID

Full amount::		
Income tax withholding:		0,00€
Net amount		0,00€

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Signed:

(1) In the case of residents abroad, if their countries have a double taxation agreement with Spain, in order not to withhold personal income tax, they must provide a certificate of tax residence issued by the tax administration of their country of residence.
(2) The payments for this concept corresponding to the personnel dependent of the UDC shall be charged to the chapter in charge of receiving their remuneration.

(3) In the case of personnel serving in the Public Administrations, the time dedicated to these activities may not exceed the annual limit of 75 hours, and may not incur in any case of incompatibility in accordance with the LO 53/1984, of 26th December.

For the purposes set out in article 5 of LO 15/1999, of 13 December, on the protection of personal data, we inform you that the personal data provided is for the purpose of processing the payment of the activity carried out, and will appear in the expense file(s) processed by the person responsible for the centre's financial affairs and will be filed in the University Management.