

Confidential

Paderborn,

To the

President of Paderborn University

- Human Resources Department Division 4.2 -

Internal Correspondence

Settlement of user fees for secondary employment

First name, surname	Faculty Faculty of Arts and Humanities
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A user fee is payable for the use of university resources. This fee is calculated at a flat rate in accordance with § 54 of the North Rhine-Westphalia State Law on Civil Servants (LBG NRW), in conjunction with § 18, Para. 1 of the North Rhine-Westphalia Ordinance on Secondary Employment (NtV NRW):

<p>a) Use of personnel: 10% of the remuneration received for the secondary employment activity</p> <p>b) Use of equipment/facilities: in each case, 5% of the remuneration received for the secondary employment activity (does not apply for medical secondary employment activities)</p>
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Secondary employment approved by	Period of secondary employment	Employer/client	Type of secondary employment	Amount (gross)	Partial/final invoice	Resources*
					Part. inv.	a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/>
					Part. inv.	a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/>
					Part. inv.	a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/>
					Part. inv.	a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/>

*The following resources were used during performance of the secondary employment activity:

a) Personnel, b) Facilities, c) Equipment

Please enclose corresponding documents, in particular accounting records, bank statements and other proof of income (§ 19 of the NtV NRW).

Date, signature:
