



## Form filling aid

# Vorschussantrag (Advance Payment Request)

### Overview:

**Form Title:** *Vorschussantrag* (Advance Payment Request)

**Purpose:** For larger expenses that arise before revenue is generated.

**Important:** This guide translates and explains the German form fields but does not replace the original German form. You must still submit the official German version.

You can fill out the form in German or English, we understand both. If you wish correspondence in English, please specify when you contact us.

We will use the German terms for documents or fields, to understand what we mean please use this aid.

**Orange** fields should be filled out by you; **blue** fields should be left empty – they are filled out by the department of financial affairs.

If you have any questions, please feel free to contact us at [finanzen@htugraz.at](mailto:finanzen@htugraz.at) and ask.

### General translations

<b>German - short</b>	<b>German – long</b>	<b>English</b>
<i>WiRef</i>	<i>Wirtschaftsreferat / Wirtschaftsreferent*in</i>	Department for financial affairs / head of department for financial affairs
<i>KSV</i>	<i>Kostenstellenverantwortliche Person</i>	Cost center manager

### Field by Field translation:

On the following pages you find detailed translations for the different sections of the form.





## Header Section:

# VORSCHUSSANTRAG

**VA**

von WIREF auszufüllen

Mit der Einreichung des Formulars erkläre ich, dass die Angaben auf dem Formular und den beigelegten Anlagen (Kostenkalkulation, etc.) sachlich korrekt bzw. gerechtfertigt sind und im Einklang mit den geltenden Gesetzen (insbesondere dem Hochschülerinnen- und Hochschülerschaftsgesetz), der Satzung und der Gebarungsordnung der HTU Graz steht.

<input type="checkbox"/> Stv	<input type="text"/>	Kostenstelle: <input type="text"/>
<input type="checkbox"/> UV	<input type="checkbox"/> Referat <input type="text"/>	
Projektnummer	<input type="text"/>	
Projektname	<input type="text"/>	

## Legal Disclaimer:

The German Text translates to:

"By submitting this form, I declare that the information on the form and attached documents (cost calculation, etc.) is factually correct and justified and complies with applicable laws (especially the Student Union Act), the statutes, and the financial regulations of HTU Graz."

## Fields:

German Field	English Translation	What to fill in	Examples
VA	Advance payment request number	Leave blank, is filled by WiRef	-
Von WiRef auszufüllen	To be filled by WiRef	Leave all blue fields empty	-
StV	Student representative unit ( <i>Studienvertretung</i> )	check the appropriate box	VT, Maths, Maschinenbau, ...
UV	University student representatives	if StV or Referat: specify which one	-
Referat	Department		GIN, international Students ...
Projektnummer	Project number	Number assigned by WiRef from project proposal	1234
Projektname	Project name	Same name as on project proposal	Game night, Barbecue Party, new filament, ...
Kostenstelle	Cost center	Your departments cost center number, filled by WiRef	-





## Details to Payment

Zahlungsempfänger*in:	<input type="text"/>	Kontierung:	<input type="text"/>
IBAN:	<input type="text"/>		<input type="text"/>
Überweisungsdatum:	<input type="text"/>		
Betrag:	<input type="text"/>		

### Anmerkungen zum Überweisungsdatum

Das Überweisungsdatum ist so zu wählen, dass der Betrag rechtzeitig vor dem Datum an dem das Geld benötigt wird am Bankkonto des Empfängers / der Empfängerin eintrifft. Üblicherweise sind 2-3 Werktag zwischen dem Überweisen und dem Datum an dem das Geld eintrifft einzurechnen.

### Anleitung Vorschuss

Eine Anleitung, wie ein Vorschuss zu verwenden ist, findet man unter:  
[htugraz.at/intern/veranstaltungen/vorschuss](http://htugraz.at/intern/veranstaltungen/vorschuss)

## Fields

German Field	English Translation	What to fill in	Examples
Zahlungsempfänger*in	recipient	First & last name of recipient	Maxime Musterfrau
IBAN	International Bank Account Number	Complete IBAN	AT12 1234 5678 9123 4567
Überweisungsdatum	Transaction date	When the payment should happen	15.3.2026
Betrag	amount	How much money we should transfer	2500€, 500€, ...
Kontierung	Accounting	Leave blank, filled in by WiRef	-

### Anmerkungen zum Überweisungsdatum (Notes on the transaction date):

The German Text translates to:

"The transfer date should be chosen so that the amount arrives in the recipient's bank account well in advance of the date on which the funds are needed. Typically, you should allow 2–3 business days between the transfer and the date on which the funds are received."

### Anleitung Vorschuss (Instructions for Advance Payment):

The German text translates to:

"Instructions on how to use an advance payment can be found at:  
[htugraz.at/intern/events/advance-payment](http://htugraz.at/intern/events/advance-payment)"





## Signature Section

<p><b>Empfänger*in</b></p> <p>Vorname</p> <input type="text"/>	<p><b>Kostenstellenverantwortliche Person</b></p> <p>Vorname</p> <input type="text"/>
<p>Nachname</p> <input type="text"/>	<p>Nachname</p> <input type="text"/>
<p>Signatur</p> <div style="border: 1px solid #ccc; width: 100%; height: 80px;"></div>	<p>Signatur</p> <div style="border: 1px solid #ccc; width: 100%; height: 80px;"></div>
<p>Datum / Ort</p> <input type="text"/>	<p>Datum / Ort</p> <input type="text"/>

  

<p><b>Wirtschaftsreferat</b></p> <p>Signatur</p> <div style="border: 1px solid #ccc; width: 100%; height: 40px;"></div>	<p><b>Vorsitz</b></p> <p>Signatur</p> <div style="border: 1px solid #ccc; width: 100%; height: 40px;"></div>
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VORSCHUSSANTRAG (VA) Hochschülerinnen- und Hochschülerschaft an der TU Graz | IBAN: AT31 2081 5000 4344 9370 | BIC: STSPAT2GXXX

## Fields

<b>German field</b>	<b>English Translation</b>	<b>What to fill in</b>	<b>Examples</b>
<i>Empfänger*in</i>	recipient	Personal information about recipient	-
<i>Vorname</i>	First name	First Name of recipient	Maxime
<i>Nachname</i>	Last name	Last Name of recipient	Musterfrau
<i>Signatur</i>	Signature	recipient needs to sign here	-
<i>Datum/Ort</i>	Date/Location	Date and location where form is signed	15.3.2026/Graz
<i>Kostenstellenverantwortliche Person</i>	Cost center manager	The fields are the same as those for the recipient, but apply to the cost center manager.	
<i>Wirtschaftsreferat</i>	Department for financial affairs	Signature of WiRef or Vice-WiRef	-
<i>Vorsitz</i>	Chair	Signature of chair or vice-chair	-

