



Form filling aid

Eingangsrechnung (Incoming Invoice)

Overview:

Form Title: *Eingangsrechnung* (Incoming Invoice)

Purpose: Request payment to vendors or reimbursement to individuals

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 with original invoices attached.

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 and ask.

General translations

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

Field by Field translation:

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





Header Section:

EINGANGSRECHNUNG

ER

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.

Stv		Kostenstelle:
UV	Referat	
Projektnummer		
Verwendungszweck		

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
ER	Invoice reference 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	1234
Verwendungszweck	purpose	Clear but short description of expense	Drinks, seminar materials, ...
Kostenstelle	Cost center	Your departments cost center number, filled by WiRef	-





Payment method selection

Art der Bezahlung

Überweisung an Rechnungssteller*in Refundierung an angegebene Person
 Vorkasse Lastschrift Werkvertrag mit Vorschuss bezahlt Inventar/Anlage (WiRef)

Zahlungsempfänger*in _____

IBAN _____

Fields

German Field	English Translation	When to use	Who gets paid
<i>Überweisung an Rechnungssteller*in</i>	Payment to invoice issuer	HTU pays vendor directly	The company/person who issued the invoice
<i>Refundierung an angegebene Person</i>	Refund to specified person	You already paid and want the money back	You (the person requesting reimbursement)
<i>Vorkasse</i>	Advance payment	HTU pays vendor before a receipt is issued	Vendor by HTU
<i>Lastschrift</i>	Direct debit	Only with specific vendors	Vendor directly
<i>Werkvertrag</i>	Service contract	For contracted work/services	You (when you are other party of contract)
<i>Mit Vorschuss bezahlt</i>	Paid with advance payment	You receive advance payment from us and pay vendor	Vendor by you

The **last 4 cases** (*Vorkasse, Lastschrift, Werkvertrag, Mit Vorschuss bezahlt*) can only be used in special cases, with **preapproval of the department for financial affairs!**

German field	English Translation	What to fill in	Examples
<i>Inventar/Anlage</i>	Inventory/Asset	Only by WiRef	-
<i>Zahlungsempfänger*in</i>	Payment recipient	Full name of person/company receiving money	Maxime Musterfrau, ABC Company, ...
<i>IBAN</i>	International Bank Account Number	Complete IBAN	AT12 1234 5678 9123 4567





Invoice details table

Nr.	Rechnungsdatum	Belegbezeichnung	Betrag in Euro	Kontierung
Gesamtsumme				

Fields

<i>German field</i>	English Translation	What to fill in	Examples
<i>Nr.</i>	Number	Sequential numbering	1, 2, 3, ...
<i>Rechnungsdatum</i>	Invoice date	Exact date from original invoice	15.03.2026
<i>Belegbezeichnung</i>	Invoice name	Short description of invoice, only when more than 1 invoice	Spar Drinks, Billa, ...
<i>Betrag in Euro</i>	Amount in Euro	Exact amount including cents	25,52; 1260,00
<i>Kontierung</i>	Accounting	Leave blank, filled in by WiRef	-
<i>Gesamtsumme</i>	Total sum	Sum of all amounts, is filled in automatically when form is filled digitally	1256,32





Signature Section

Kostenstellenverantwortliche Person		
Vorname	Signatur	
Nachname	Datum / Ort	
Wirtschaftsreferat		Vorsitz
Signatur		Signatur

EINGANGSRECHUNG (ER) Hochschülerinnen- und Hochschülerschaft an der TU Graz | IBAN: AT31 2081 5000 4344 9370 | BIC: STSPAT2GXXX

Fields

German field	English Translation	What to fill in	Examples
<i>Kostenstellenverantwortliche Person</i>	Cost center manager	-	-
<i>Vorname</i>	First name	First Name of cost center manager	Maxime
<i>Nachname</i>	Last name	Last Name of cost center manager	Musterfrau
<i>Signatur</i>	Signature	Cost center manager needs to sign here	-
<i>Datum/Ort</i>	Date/Location	Date and location where form is signed	15.3.2026/Graz
<i>Wirtschaftsreferat</i>	Department for financial affairs	Signature of WiRef or Vice-WiRef	-
<i>Vorsitz</i>	Chair	Signature of chair or vice-chair	-

