



Checklist for project billing



Billing form

- confirmation code: see grant number according to funding confirmation
- person responsible for the project is funding recipient in accordance with funding confirmation
- persons involved in the project: please list all persons involved in the project, especially if invoices are also addressed to them (if there is not enough space in the form, please submit a separate informal list with the persons involved and, if applicable, the study programmes)
- funding will only be reimbursed to funding recipients; no other person and no other account can be specified



Original invoices

- consecutive receipts pagination according to the project billing list in the billing form
- for study projects the receipts must be submitted in the original
- please do not use staples or paper clips
- receipts must be clearly legible and contain the standard information according to the applicable project billing instructions
- receipts must not contain deletions of individual items
- if private travels are to be accounted for, a driver's logbook must be forwarded; a corresponding template is to be found in the "Downloads" section on the HTA website
- send collected documents to the HTA Office by post
- if all original receipts have been received as PDF invoices only, the statement can also be sent directly by e-mail to bien@hessische-theaterakademie.de



Reporting

- 2 pages max.
- contains information on the artistic project concept, realisation process, problems/challenges encountered and a brief project evaluation



Project billing

Contact / institution according to confirmation of funding:

Confirmation code:

Project title:

Project type:

Project start (date):

Project termination (date):

Venue:

Hessian Theatre Academy study programmes involved:

Applied Theatre Studies

Choreography and Performance

Dramaturgy/Comparative Dramaturgy and Performance Research

Directing in Theatre

Dance

Stage and Costume Design

Contemporary Dance Education

Classical Voice

Acting

Performing Arts and Music Management

persons involved:

(please add the corresponding study programme for students and/or teachers involved)



Project billing

Granted funding according to confirmation:

Project costs in total:

Amount paid in advance by Hessian Theatre Academy:

yes, in total:

no

Hereby submitted original invoices amounting to (in EUR):

comprising material fees (in EUR):

comprising staff fees (in EUR):

comprising travel/accommodation fees (in EUR):

Funding recipient (private individual / institution) according to confirmation:

Post address:

E-mail address:

Bank details
(IBAN, BIC, bank):

Refund request

I hereby request the refund in total amount of:

EUR.

Place and date

Signature funding recipient

I hereby confirm that the expenses listed and verified with the original receipts were necessary and that the disposition form matches the receipts and invoices of third parties. The event took place according to the application, the cost plan and the hereby submitted billing. I confirm that costs paid by project participants are related to the scope of the project and were reimbursed by me according to the submitted invoices. The payment/reimbursement of the granted budget is bound to the realisation of the project. The cost plan is binding; deviations were communicated to and approved by the Hessian Theatre Academy. I am aware that the Hessian Theatre Academy reserves the right to withdraw from funding if the above is not met properly. I or the management of the corresponding institution guarantee the correctness of the post production billing according to the general terms formulated in the funding confirmation and the corresponding remarks on funding and billing.



Project billing

The annexed original invoice documents are to be listed in the table below. The below listed receipt pagination matches to this of the original receipts. If needed, you can copy the following list according to the number of receipts you submit before the Hessian Theatre Academy.

No.	Description	Type of cost	Amount (in EUR)



Project billing

No.	Description	Type of cost	Amount (in EUR)

Project **Funding** **Disposition**



Project report