EBERHARD KARLS
UNIVERSITÄT
TÜBINGEN



**Faculty
of Economics and
Social Sciences**

Equal Opportunity Committee

Information on the reimbursement of funds from the Teaching Equality Program

As part of the TEA funds allocated by the central equal opportunities officer, the Faculty of Economics and Social Sciences has annual funds available for teaching assignments and practical lectures.

A deadline **of four months after the event** has taken place applies to both teaching assignments and practical lectures/gender studies lectures. Unfortunately, any invoices received after this deadline **cannot** be considered!

1. Teaching Assignments

Teaching assignments are remunerated at an hourly rate of €50.00 per teaching unit. In addition, up to €580 in travel expenses are available per teaching assignment for a maximum of three trips for compact seminars.

The following rules apply to the reimbursement of teaching assignments:
- Informal letter with a list of expenses and a request for reimbursement
− Letter of approval from the Equal Opportunities Committee
− Information on the **number of registrations** for the course and the **number of actual participants** - broken down by gender
− If an evaluation was carried out during the course, this should also be included with the documents
- Use the **University's payment form** (for teaching assignments or travel expense claims); please use the above-mentioned hourly rate of €50.00 as a basis.
− **Original receipts** must always be enclosed when claiming travel expenses. For compact seminars, a maximum of three journeys can be reimbursed up to a maximum of €580.
− Please do not forget to provide the **bank details** of the recipient of the payment.
− Submit the **complete original** billing documents to:
WiSo Dean's Office, Finance Department, Nauklerstr. 47, 72074 Tübingen.

2. Practical lectures/gender studies lectures

Funding format	Maximum amount (in €)
Per practical lecture/specialist lecture (for a 1.5-hour lecture)	289
Additional travel and accommodation costs (Travel and accommodation costs exceeding €100 must be covered by the speakers, e.g. from their honorarium).	100
Participation in panel discussion	100
Additional travel and accommodation costs (Reimbursement will be made in the amount of the standard allowance for guest lectures. The standard allowance is based on the distance from the place of residence or, alternatively, travel expenses will be reimbursed according to receipts on the basis of a travel expense report.)	

The following rules apply to the reimbursement of practice lectures/specialist lectures:

- Informal letter with a **list of expenses** (broken down into fees and travel costs) and a request for reimbursement
- Letter of approval from the Equal Opportunities Committee
- Information on the **number of participants -** broken down by gender
- Information on the **name, degree, and current profession of the speaker**
- **Event announcement** (promotional text) or brief summary of the lecture topic
- **Original receipts** must always be enclosed for the settlement of travel expenses.
- Please do not forget to provide the bank details of the recipient of the payment
- Date of birth (mandatory)
- Submit the complete original billing documents to: WiSo Dean's Office, Finance Department, Nauklerstr. 47, 72074 Tübingen.

If you have any questions concerning your reimbursement, please contact the Dean's Office, Finance Department: Ms. Judith Lousberg: finanzen@wiso.uni-tuebingen.de

If you have any questions, please contact the faculty's equal opportunities officers:

Dr. Karin Bürkert, Ludwig-Uhland-Institut für Empirische, Burgsteige 11, or

Dipl.-Päd. Anja Nold, Institut für Erziehungswissenschaft, Münzgasse 26, 72070 Tübingen.

Tübingen, October 2026.