

# heatflow.fellowship program

## Are the accommodation costs paid directly by the fellows?

No, the accommodation costs are paid by the GFZ Potsdam. This is independent of where the fellows are hosted.

Fellows are in charge for organising the accommodation (with the help of the hosting scientists). Independently of the actual hosting institute, each fellow requires the status of a guest researcher at GFZ Potsdam to allow the GFZ to process the payments.

The GFZ Potsdam (as entity who is doing the financial transactions for the IHFC) must be named in the renting contract for the accommodation! Please make sure that the invoice/contract for the fellow's accommodation is issued to the GFZ.

Please use the following information:

Helmholtz Centre Potsdam - GFZ German Research Centre for Geosciences Scientist's name  
Telegrafenberg 14473, Potsdam, Germany

Please, ensure also, that the invoice considers, if applicable:

1. Complete name and complete address of the performing company
2. Tax number or value-added tax identification number of the performing company
3. Issuance date
4. Invoice number
5. Amount and type of the delivered items or extent and type of other performance
6. Time of renting
7. The charges, broken down by tax rates
8. The tax rate to be applied, as well as the amount of tax due on the charges

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