

information about accommodation regulations at mci – hotel flat-rate

Dear Lecturer,

We would like to inform you that we simplified hotel booking procedure for lecturers who require accommodation during their teaching at MCI.

Our guest lecturers will be offered a flat-rate of EUR 130,-/night incl. taxes, regardless of what room type is selected. In this manner our lecturers can choose their hotels, book flexibly and forward their special requests directly to the hotel.

The hotel flat-rate is warranted to lecturers who live more than 100 kilometers away from the MCI teaching premises and are assigned to teach for several consecutive days (or to lecturers who must arrive early in the morning for their class or leave late after an evening class). The teaching schedule is a decisive factor.

Lecturers receive from MCI a monthly remuneration statement, which contains details on all the lectures, exams they have held as well as travel costs and hotel flat-rate. This statement can be retrieved online at <https://www.my.mci4me.at/> (section "Documents").

As mentioned earlier, all amounts include taxes, whereby the social security contributions and the income tax where applicable, will be deducted and the net amount will be paid out by the 15th of the following month. It is essential that the lecturers themselves carry out all accommodation reservations and payments.

Tax deduction of hotel accommodation depends on the applicable law e.g. domestic/international as well as on the fiscal circumstances of the respective lecturer.

This regulation in terms of accommodation does not cause any financial or fiscal loss to our lecturers; on the contrary, you have increased flexibility, a greater choice as well as economic advantages. We also take this opportunity to draw your attention to the discounted rates we have with our partner hotels. Further information is available here: <https://www.mci4me.at/en/faculty/partner-hotels>

We hope we have been able to meet your requests and if you have any further queries, please contact us at mci4faculty@mci.edu.