

General Rules for Submitting Declarations

- **Submitting Hours:**
After working at an event, email your worked hours, preferably within one week.
Did you participate in multiple activities? Please submit everything in one email.
- **Declaration Deadline:**
You can submit your hours up to 3 months after the activity took place.
- **Maximum Hours per Activity:**
You may declare a maximum of 8 consecutive hours per activity, unless otherwise agreed upon and recorded with a VU staff member.
- **Submit Separately:**
Each activity must be submitted separately. It is not allowed to combine multiple activities into one declaration.
- **Declaration Based on Age:**
Your compensation is calculated based on your age.

Travel Expenses

- **Public Transport Only:**
You may only declare actual public transportation (OV) costs, and only if you include proof (such as a ticket or transaction overview) with your declaration.
- **No Other Travel Costs:**
Other travel expenses, such as using a car or bicycle, will not be reimbursed.
- **Separate Column:**
Enter your travel expenses in a separate column by clicking the plus sign in the declaration form.

Activities & Rates

There are two hourly rates used for declarations:

- **Aged 20 or younger:** €13.50 per hour
- **Aged 21 or older:** €16.00 per hour

VU-Wide Events

For VU-wide events on the VU campus (such as Open Days, Taster Days and Student for a Day-sessions), you will receive:

- An hourly compensation.
- Reimbursement of travel expenses based on declared and actual public transport costs.

School Visits

For school visits, you will receive:

- An hourly compensation for working on location.
- An hourly compensation for travel time based on OV/public transport, with a maximum of 1.5 hours per one-way trip.

Traveling by car? You may declare the OV travel time from the school where you gave the presentation to the VU campus. Please attach a PDF proof of the OV route as an attachment.

If the rules are not followed, your declaration may be rejected, meaning you will not receive payment. In that case, you will need to resubmit your declaration.

Step-by-Step Guide for Submitting a Declaration

1. Link:

Follow the link to the declaration form to submit your claim.

If the shortened URL doesn't work, click here: <https://declaratieformulier.vu.nl/>

2. Personal Information:

Enter your personal details here.

3. Bank Details:

Bankgegevens	
Land van de bank*	
Naam rekeninghouder*	
Naam financiële instelling	

4. Declaration:

Under the section “*Specification of Compensation/Expenses*”, fill in the following information:

The VU Reference:

Enter the VU reference associated with your school or faculty.

Faculteit	Kostenplaats / Referentie
Faculteit der Gedrags- en Bewegingswetenschappen	H/251000.031
Faculteit der Rechtsgeleerdheid	H/141013.005
School of business and economics	H/271015.001
School der Sociale Wetenschappen	261016
School der Geesteswetenschappen	H/131001.002
School Religie en Theologie	H/101000.014

Description:

In the description field, enter the type of activity *including the date*.

For example: Bachelor's Day 8 Feb 2025, School Presentation 4STRAX 9 November 2025

Explanation:

- Name of the activity you worked on
- Date of the activity
- I incurred travel expenses and have/have not included them in my declaration
or
I did not incur any travel expenses

Declaration Date:

The date on which you submit the declaration.

Currency Code:

The currency code is **EUR** (Euro).

Amount:

In the amount field, enter exactly how much you are claiming. You need to calculate this yourself (see the *Activities and Rates* section for the correct information).

Multiple Declarations:

You may only include multiple declarations in one form if it is clearly stated:

- which activity each entry refers to,
- the date of each activity, and
- the amounts are entered separately using the plus (+) button, not added together manually.

4. Attachments:

In the final section (*Attachments and comments for the administration*), add your PDF or other supporting document, if applicable.

If you incurred public transport (OV) travel expenses, upload the proof of the actual travel costs here.

5. Submission:

You can now validate and submit the declaration.

6. Sending Confirmation:

You must also email your work details to the email address of your faculty (see below).

Include the following information in your email:

Email subject: Attention: Declaration

- First and last name
- Age
- Study program
- Name of the activity
- Date of the activity
- Number of hours worked for the activity
- Did you incur OV travel costs? If yes, attach proof as well.
- What was the travel time? (*ONLY FOR SCHOOL PRESENTATIONS*)

Faculteit	E-mailadres
Faculteit der Gedrags- en Bewegingswetenschappen	evenementen.fgb@vu.nl
Faculteit der Rechtsgeleerdheid	evenementen.rechten@vu.nl
School of business and economics	evenementen.sbe@vu.nl
Faculteit der Sociale en Geesteswetenschappen	evenementen.fsg@vu.nl

Don't have an EU bank account?

In that case, send an email to the event team at the email address below. You will receive a gift card equal to the amount you are entitled to declare.

Do you have questions about submitting a declaration?

If so, please email:

Faculty	E-mail
Faculty of Behavioural and Movement Sciences	evenementen.fgb@vu.nl
Faculty of Law	evenementen.rechten@vu.nl
School of Business and Economics	evenementen.sbe@vu.nl
Faculty of Social Sciences and Humanities	evenementen.fsg@vu.nl