STATUTE

DELEGATION AND SETTLEMENT OF COSTS RELATED   
TO BUSINESS TRAVEL OF EMPLOYEES AND PERSONS THAT ARE NOT EMPLOYEES AND THE USE   
OF COMPANY AND PRIVATE CARS FOR BUSINESS PURPOSES

Contents

[CHAPTER I - SUBJECT OF THE REGULATIONS AND DEFINITIONS](#_Toc149821343)  [1](#_Toc149821343)

[CHAPTER II - RULES FOR DELEGATION AND SETTLEMENT OF COSTS RELATED TO BUSINESS TRAVEL OF EMPLOYEES AND PERSONS NON-EMPLOYEE](#_Toc149821344)  [2](#_Toc149821344)

[CHAPTER III - RULES FOR THE USE OF COMPANY CARS - INSTITUTE](#_Toc149821345)  [3](#_Toc149821345)

[CHAPTER IV - RULES FOR THE USE OF COMPANY CARS - RESEARCH STATION IN POPIELNO](#_Toc149821346)  [4](#_Toc149821346)

[CHAPTER V - RULES FOR THE USE OF PRIVATE CARS FOR BUSINESS PURPOSES](#_Toc149821347)  [4](#_Toc149821347)

[CHAPTER VI – LOCAL RIDES](#_Toc149821348)  [5](#_Toc149821348)

[CHAPTER VII – RULES APPLICABLE TO DOCTORAL STUDENTS, PERSONS THAT ARE NOT EMPLOYEES AND MEMBERS OF THE SCIENTIFIC COUNCIL](#_Toc149821349)  [5](#_Toc149821349)

# CHAPTER I – SUBJECT OF THE REGULATIONS AND DEFINITIONS

* 1. These regulations specify:
     1. Rules for delegating and settling costs related to business trips of employees and non-employees;
     2. Rules for using company and private cars for business purposes.
  2. Definitions:
     1. Institute - Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences in Olsztyn;
     2. Doctoral student – a person studying at doctoral studies or at a doctoral school;
     3. Employee - persons employed at the Institute under an employment contract, other natural persons performing work for the Institute on a basis other than an employment relationship, as well as persons running a business on their own account in the workplace or in a place designated by the employer;
     4. IT system – software used at the Institute to settle the costs of business trips.

# CHAPTER II - RULES FOR DELEGATION AND SETTLEMENT OF COSTS RELATED TO BUSINESS TRAVEL OF EMPLOYEES AND PERSONS THAT ARE NON-EMPLOYEES

* 1. The registration and settlement of business trip costs takes place in the IT system, in which the employee must report the trip by submitting an appropriate application.
  2. Employees and PhD students are entitled to reimbursement of business trip expenses under the terms set out in the regulation and this order.
  3. All bills, invoices, tickets and other documents related to the employee's expenses incurred as part of a business trip should be issued to the employee/doctoral student.
  4. When reporting a business trip abroad, the employee is obliged to attach to the notification an application for an advance payment on the form constituting Appendix No. 1 to the regulations.
  5. If the trip is carried out in the place indicated as the place of work (local driving), there is no need to report the trip in the IT system.
  6. A business trip order is approved by:
     1. employees, doctoral students - the head of the organizational unit employing the employee/where the doctoral student's education takes place;
     2. heads of organizational units - the appropriate deputy director;
     3. deputy directors, chief accountant, animal facility manager, manager of the research station in Popielno, independent employees and employees of the director's office - the director of the Institute or a person authorized by him.
  7. This ordinance constitutes authorization for the persons mentioned in section 1 to approve business trips.
  8. The employee travels on business by public transport, subject to § 10, § 11, §12 and §13.
  9. Reimbursement of public transport costs is due in the amount actually incurred, taking into account reliefs and discounts available to employees.
  10. An employee may ask the employer for permission to combine a private stay with a business trip.
  11. If consent is obtained to combine a private stay with a business stay, the Employee may receive a refund of the cost of domestic travel from the place of private stay to the destination during a business trip or vice versa, in the amount documented by the ticket, no more than the price of the cheapest connection from the place of employment to the place of employment. delegation.
  12. If consent is obtained to combine a private stay with a business stay abroad, the employee may settle the ticket for travel abroad or back from the date of the actual trip in an amount not higher than the ticket price on the route specified in the business trip order on the dates specified in the business trip.
  13. Tickets for a selected and approved means of transport for a business trip, both domestic and foreign, are purchased in accordance with public procurement procedures.
  14. It is prohibited to book and purchase airline tickets without following public procurement procedures and the provisions of this ordinance.

The duration of the trip and the indicated means of transport specified in the business trip order cannot be changed without the knowledge and consent of the Institute's director or persons authorized to approve business trips .

# CHAPTER III - RULES FOR THE USE OF COMPANY CARS - INSTITUTE

* 1. Company cars may be used only for purposes related to the performance of official duties.
  2. Only employees who have the occupational risk of driving a vehicle as part of their official duties have the right to travel in a company car as a driver.
  3. Designated employees of the investment and economic department take ongoing care of company cars.
  4. Designated employees of the investment and economic department keep records of vehicle mileage on the form constituting Annex 4 to the regulations and supervise the correctness of entries made in the records by employees to whom company cars are provided.
  5. Designated employees of the investment and economic department are responsible for the property entrusted to them on the basis of an agreement, the template of which is attached as Annex 5 to the regulations.
  6. Designated employees of the investment and economic department, before going on vacation, sick leave or due to absence from work for any other reason, hand over their keys, car registration certificate, document confirming insurance and road card to the manager of the above-mentioned company. department.

An employee who starts a journey in a company car agrees with a designated employee of the investment and economic department the place and time of collecting and returning the company vehicle.

* 1. If you need to travel by car on a business trip, you are obliged to use company vehicles first.
  2. In order to obtain permission to make a business trip in a company car, you must submit an application for consent to use a company car for the purpose of making a business trip (Appendix No. 2 to the regulations). The application should be submitted before the planned departure to the   
     e-mail address: [auto@pan.olsztyn.pl](mailto:auto@pan.olsztyn.pl) .
  3. By sending the application to the address indicated in section 2. the employee declares that the trip has been agreed with the immediate superior and that the applicant has the necessary tests and authorizations.
  4. In order to rationally use a company car, the journey by car should take the most advantageous route from an economic point of view.
  5. For the purposes of settling travel costs using a company car, a rate of PLN 1.15 per km is introduced.
  6. A person using a company car completes the vehicle mileage record (Appendix No. 4). This document will be the basis for an employee of the investment and economic department to complete the vehicle's road card.
  7. Individual grants or companies for the use of company cars are charged after the end of a given calendar month. The basis for the charge is a statement prepared by the Investment and Economic Department in consultation with the Finance and Accounting Department and the Research Support Office. The statement for a given month is sent to the plant or grant manager for completion and description.

# CHAPTER IV - RULES FOR THE USE OF COMPANY CARS - RESEARCH STATION IN POPIELNO

* 1. Company cars may be used only for purposes related to the performance of official duties.
  2. Only employees who have the occupational risk of driving a vehicle as part of their official duties have the right to travel in a company car as a driver.
  3. The use of a company car used by the Research Station in Popielno may take place with the consent of the station manager.

# CHAPTER V - RULES FOR THE USE OF PRIVATE CARS FOR BUSINESS PURPOSES

* 1. An employee may travel on a business trip by private car after obtaining the employer's consent based on the application constituting Annex No. 3 (A and B) to these regulations.
  2. After meeting at least one of the following conditions, for 1 km of travel you are entitled to the rate specified in the Regulation of the Minister of Infrastructure of March 25, 2002 on the conditions for determining and the method of reimbursement of the costs of using passenger cars, motorcycles and mopeds not owned by the employer for business purposes (Journal of Laws U. No. 27, item 271, as amended ) :
     1. travel of at least 3 delegated persons,
     2. inability to use public transport or inability to get there on time,
     3. the need to transport necessary materials, tests or equipment that cannot be transported otherwise,
     4. the cost of using a private car is lower than the cost of using public transport (taking into account any accommodation and other costs resulting from the length of the route).
  3. In other cases, the rate is **PLN 0.35** per 1 km of travel.
  4. The application referred to in section 1 should be completed electronically in .xls or . xlsx (Excel), then print and sign using the traditional method or send by e-mail with a qualified electronic signature.
  5. deputy director for general affairs for approval . The signed application is forwarded to the finance and accounting department.
  6. If travel costs are reimbursed by an external institution that has defined different rules for settling travel, the costs of using a private car may be settled on the terms and conditions specified by this institution.
  7. If the departure is sudden or it is not possible to submit an application in advance, it should be submitted immediately and provide a justification for not submitting the application before the planned trip . In such cases, the fare will be determined in accordance with § 12 section 2, 3 and 6.
  8. An approved application also constitutes consent for the employee to use the above-mentioned car for business purposes.
  9. By submitting the above-mentioned application, the employee declares that the above-mentioned vehicle is technically efficient and approved for traffic in accordance with applicable regulations.

CHAPTER VI – LOCAL RIDES

* 1. If, due to the nature of the duties performed, the employee must travel within the area of the town where the Institute is located or at the employee's permanent place of work, he or she may be granted a lump sum for local travel.
  2. The lump sum is granted on the basis of an agreement, the template of which is attached as Annex 6 to these regulations.
  3. An employee who uses the lump sum is obliged to submit a declaration to the HR and Payroll Department, a template of which is attached as Annex 7 to these regulations.

# CHAPTER VII – RULES APPLICABLE TO DOCTORAL STUDENTS, PERSONS THAT ARE NOT EMPLOYEES AND MEMBERS OF THE SCIENTIFIC COUNCIL

* 1. Doctoral students carrying out tasks related to the educational process - internships, participation in domestic and foreign conferences, etc. outside the Institute's headquarters may receive reimbursement of travel costs on the terms provided for in these regulations for employees.
  2. Persons who are not employees of the Institute and perform tasks on the basis of a mandate contract or a contract for specific work may receive reimbursement of travel and accommodation costs within the country or foreign travel costs on the terms applicable to employees, provided that the contract contains a provision on the reimbursement of travel costs.
  3. Members of the Scientific Council, reviewers and other persons whose costs of stay at the Institute are financed from the Institute's funds receive travel costs reimbursed through the entity employing the delegated person.
  4. The basis for reimbursement of travel expenses of persons referred to in section 4, constitutes an accounting note or an invoice issued by the parent entity of the delegated person, attaching a detailed specification of costs related to the business trip.
  5. In the case of retired members of the Scientific Council, the Institute covers only documented travel costs.

LIST OF ATTACHMENTS:

* **Annex No. 1** - Payment order;
* **Annex No. 2** - Application for consent to use a company car for a business trip;
* **Annex No. 3** - Application for consent to use a car not owned by the employer for the purpose of a business trip;
* **Annex No. 4** - Vehicle mileage records;
* **Annex No. 5** - Template of the property entrustment agreement;
* **Annex No. 6** - Sample lump sum contract for local travel;
* **Annex No. 7** - Declaration on the use of the vehicle in local driving.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION**  FOR ADVANCE PAYMENT FOR A BUSINESS TRIP FOREIGN | | | | | | | | | | | | |
| DATA OF THE DELEGATED AND THE DELEGATION | | | | | | | | | | | | |
| NAME AND SURNAME OF THE DELEGATED: | | | |  | | | | | | | |
| DELEGATION NO | | | |  | | | | | | | |
| PASSPORT OR IDENTAL CARD NUMBER | | | |  | | | | | | | |
| DEPARTURE PLACE (COUNTRY AND CITY) | | | |  | | | | | | | |
| DEPARTURE DATE (DATE, TIME OF CROSSING THE BORDER) | | | | DATE: | |  | | | TIME: | |  |
| RETURN DATE (DATE, TIME OF CROSSING THE BORDER) | | | | DATE: | |  | | | TIME: | |  |
| REQUESTED CURRENCY | | | |  | | | | | | | |
| PAYMENT METHOD | | | |  | CASH | | | | | | |
|  | ON BILL: | | | |  | | |
| ADVANCE SPECIFICATIONS | | | | | | | | | | | | |
| STAY DIET | | | | NUMBER OF BREAKFASTS PROVIDED | | | | | |  | |
| NUMBER OF LUNCHES PROVIDED | | | | | |  | |
| NUMBER OF DINNER PROVIDED | | | | | |  | |
| HOTEL (IF ACCOMMODATION IS NOT PROVIDED) | | | | LUMP SUM - NUMBER OF ACCOMMODATIONS | | | | | |  | |
| TRAVEL DIET (IF TRANSPORT FROM AND TO THE TRAIN STATION, BUS STATION, AIRPORT OR SEA PORT IS NOT PROVIDED): | | | | FLAT SUM - NUMBER OF RIDES | | | | | |  | |
| FLAT RATE FOR TRANSPORTATION BY LOCAL TRANSPORT | | | | NUMBER OF PLANNED TRAVEL DAYS | | | | | | 0 | |
|  |  |  |  |  | | |  |  | | | |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  | DATE AND SIGNATURE OF THE PERSON SUBMITTING THE APPLICATION | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION**  FOR CONSENT TO USE A COMPANY CAR FOR A BUSINESS TRAVEL | | | | | | | | | |
|  |
| FIRST NAME AND LAST NAME | | | |  | | | | | |  |
| POSITION | | | |  | | | | | |  |
| NAME OF ORGANIZATIONAL UNIT | | | |  | | | | | |  |
| PURPOSE OF THE TRIP | | | |  | | | | | |  |
| COUNTRY OF DEPARTURE | | | |  | | | | | |  |
| LOCATION | | | |  | | | | | |  |
| DEADLINE | | | | FROM: |  | | | DOWN: |  |  |
| CAR | | | |  | | | | | |  |
| EXPECTED NUMBER OF KILOMETERS TO BE TRAVELED DURING THE TRIP | | | |  | | | ESTIMATED TRAVEL COST | |  |  |
| SOURCE OF FINANCING | | | |  | | | | | |  |
| NUMBER OF PEOPLE PARTICIPATING IN THE TRIP | | | |  | | | | | |  |
| PEOPLE PARTICIPATING IN THE TRAVEL | | | |  | | | | | |  |
| DELEGATION NO. OF THE PERSON SUBMITTING THE APPLICATION | | | |  | | | | | |  |
| *I declare, that:*  *I was acquainted with the developed occupational risk assessment, which, among others, involves threats and how to counteract them while driving as part of official duties*  *The trip was agreed with the immediate superior* | | | |  | | |  | | |  |
|  |
| DATE AND SIGNATURE OF THE PERSON SUBMITTING THE APPLICATION | | | | | | | DATE AND SIGNATURE OF THE DEPUTY DIRECTOR. DS. GENERAL OR PERSONAL. AUTHORIZED | | |  |
| FALSEHOOD | FALSEHOOD | FALSEHOOD | FALSEHOOD | FALSEHOOD |  | **RATE AWARDED:** | | | **-** |  |
|  |  |  |  |  |  | **APPLICATION DATE:** | | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION**  FOR CONSENT TO USE A CAR NOT OWNED BY THE EMPLOYER FOR  A BUSINESS TRAVEL | | | | | | | | | | | | |
|  |
| FIRST NAME AND LAST NAME | | |  | | | | | | | | | |  |
| POSITION | | |  | | | | | | | | | |  |
| NAME OF ORGANIZATIONAL UNIT | | |  | | | | | | | | | |  |
| PURPOSE OF THE TRIP | | |  | | | | | | | | | |  |
| COUNTRY OF DEPARTURE | | |  | | | | | | | | | |  |
| LOCATION | | |  | | | | | | | | | |  |
| DEADLINE | | | FROM: | |  | | | | | DOWN: |  | |  |
| CAR BRAND, ENGINE CAPACITY, REGISTRATION NUMBER | | |  | | | | | | | | | |  |
| EXPECTED NUMBER OF KILOMETERS TO BE TRAVELED DURING THE TRIP | | |  | | | | | ESTIMATED TRAVEL COST | | | - zloty | |  |
| SOURCE OF FINANCING | | |  | | | | | | | | | |  |
| NUMBER OF PEOPLE PARTICIPATING IN THE TRIP | | |  | | | | | | | | | |  |
| PEOPLE PARTICIPATING IN THE TRAVEL | | |  | | | | | | | | | |  |
| REASON FOR USING A PRIVATE CAR FOR BUSINESS PURPOSES | | |  | | TRANSPORT OF AT LEAST 3 DELEGATED PERSONS | | | | | | | |  |
|  | | INABILITY TO USE PUBLIC TRANSPORT OR INABILITY TO ARRIVE ON TIME | | | | | | | |  |
|  | | THE NEED TO TRANSPORT NECESSARY MATERIALS, SAMPLES OR EQUIPMENT THAT CANNOT BE TRANSPORTED OTHERWISE | | | | | | | |  |
|  | | THE COST OF USING A CAR IS LOWER THAN THE COST OF USING PUBLIC TRANSPORT (THE APPLICATION SHOULD BE ATTACHED WITH CALCULATIONS ACCORDING TO THE ATTACHMENT) | | | | | | | |  |
|  | | REFUNDED TRAVEL COST (NCN, PAN, UNIVERSITIES, ETC.) - PLEASE ENTER THE RATE IN THE "AWARDED RATE" FIELD | | | | | | | |  |
| COMMENTS/JUSTIFICATION FOR SUBMITTING AN APPLICATION AFTER THE TRAVEL DATE | | |  | | | | | | | | | |  |
|  |
| APPROVED DELEGATION NO. OF THE PERSON SUBMITTING THE APPLICATION | | |  | | | | | | | | | |  |
|  |
| *I declare, that:*  *I was acquainted with the developed occupational risk assessment, which, among others, involves threats and how to counteract them while driving as part of official duties*  *The trip was agreed with the immediate superior* | | |  | | | | | |  | | | |  |
|  |
| DATE AND SIGNATURE OF THE PERSON SUBMITTING THE APPLICATION | | | | | | | | | DATE AND SIGNATURE OF THE DEPUTY DIRECTOR. DS. GENERAL OR PERSONAL. AUTHORIZED | | | |  |
| FALSEHOOD | FALSEHOOD | FALSEHOOD | FALSEHOOD | FALSEHOOD | |  | **RATE AWARDED:** | | | | |  |  | |
|  |  |  |  |  | |  | **APPLICATION DATE:** | | | | | **16/11/2023** |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CALCULATIONS**  FOR THE DIFFERENCE BETWEEN THE COST OF TRAVELING BY PUBLIC TRANSPORT AND A PRIVATE CAR | | | | | |
|  |
|  |  |  |  |  |  |  |
| **OTHER EXPECTED COSTS RELATED TO TRAVEL BY PRIVATE CAR (HOTEL, VIGNETTES, ETC.)** | | | | | |  |
| **THE TYPE OF COST** | **UNIT PRICE** | **UNIT OF MEASURE** | **QUANTITY** | **VALUE** | **COMMENTS** |  |
|  |  |  |  | - zloty |  |  |
|  |  |  |  | - zloty |  |  |
|  |  |  |  | - zloty |  |  |
| **Sum** |  |  |  | **- zloty** |  |  |
| **COST OF TRAVEL BY PRIVATE CAR** | | | | | |  |
| ESTIMATED COST OF TRAVELING BY PRIVATE CAR | | **zloty** | | | |  |
| **COST OF TRAVEL BY PUBLIC TRANSPORT** | | | | | |  |
| **MODE OF TRANSPORTATION** | **REPORT FROM** | **RELATION TO** | **NUMBER OF TICKETS** | **TICKET  PRICE** | **NUMBER OF TICKETS x PRICE** |  |
|  |  |  |  |  | - zloty |  |
|  |  |  |  |  | - zloty |  |
|  |  |  |  |  | - zloty |  |
|  |  |  |  |  | - zloty |  |
|  |  |  |  |  | - zloty |  |
|  |  |  |  |  | - zloty |  |
|  |  |  |  |  | - zloty |  |
| **Sum** |  |  |  |  | **- zloty** |  |
|  |  |  |  |  |  |  |
| THE DIFFERENCE BETWEEN TRAVELING BY PRIVATE CAR AND PUBLIC TRANSPORTATION | |  |  |  | **- zloty** |  |
| SUGGESTED METHOD OF TRANSPORT: | | **PUBLIC TRANSPORT** | | | |  |
|  |  |  | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | DATE AND SIGNATURE OF THE PERSON SUBMITTING THE APPLICATION | |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VEHICLE MILEAGE RECORDS** | | | | | | ROAD CARD NO.: | |  | REGISTRATION NUMBER: |  |
| Next entry number | Date and purpose of trip \* | Route description | | Departure time min. | Meter reading at departure | Arrival time min. | Meter reading on return | Number of kilometers traveled | Name and surname of the person driving the vehicle | I confirm the authenticity of the entry |
| from where | Where |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| **1** |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |  |

**AGREEMENT NO.…..**

concluded Kliknij lub naciśnij, aby wprowadzić datę.between **the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences in Olsztyn** represented by:

Select an item.

hereinafter referred to as the Employer

and

Mr./Ms ........................................................... employed at the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences in Olsztyn

in a position .............................................................................................................................,   
hereinafter referred to as employee

with the following content:

* 1. The employer entrusts and the employee accepts a car of ........... brand ........... with registration number ......... ............, chassis number .................... hereinafter referred to as the "vehicle" with the obligation to return it at any request of the Employer, within the time specified by The employer's place and date.
  2. The vehicle has anti-theft protection : ...........
  3. The Employee undertakes to use the vehicle only for the purpose of performing work ordered by the Employer.
  4. The employee undertakes to use the vehicle in a rational and purposeful manner, to ensure that the vehicle is maintained in proper technical condition in accordance with the operation/use manual and in accordance with the provisions of § 4 and 5.
  5. The employee declares that he or she has read the regulation on the principles of delegation and settlement of costs related to business trips of employees and non-employees and the use of company and private cars for business purposes applicable at the employer and undertakes to comply with its provisions.
  6. The employee is responsible for the vehicle entrusted to him from the date the vehicle is handed over to him until it is returned to the Employer.
  7. The employee declares that the vehicle was issued to him on ....................., odometer reading ...........
  8. When releasing the vehicle, the Employee was provided with:
     1. a set of car keys (the second set is in the Employer's possession);
     2. proof of registration;
     3. manual user instructions;
     4. first aid kit;
     5. spare wheel;
     6. warning triangle
     7. fire extinguisher;
     8. ………………
  9. The employee confirms that on the day the vehicle was handed over, it was technically sound and had no damage.
  10. The Employee undertakes to make the vehicle available to the Employer at any time in order to check its condition.
  11. The employee is responsible for:
      1. loss of the vehicle and damage to it caused by the Employee's fault to the extent not covered by the insurance company;
      2. excessive use of the vehicle resulting from its incorrect use.

The Employee's duties include in particular:

* + 1. having valid driving licenses;
    2. having a current medical certificate confirming the lack of contraindications to driving a vehicle;
    3. maintaining operational documentation;
    4. maintaining and supervising the correct completion of vehicle records by employees;
    5. performing operational maintenance activities on time (replacement of oil, filters, etc.);
    6. performing registration, warranty and periodic inspections on time;
    7. keeping the vehicle clean;
    8. compliance with legal regulations;
    9. compliance with the conditions specified in the vehicle insurance;
    10. notifying about any damage to the vehicle and the need for repairs;

Loss or damage to the vehicle or its equipment caused by the Employee's fault, as well as failure to return the vehicle to the Employer in accordance with § 1 section 1 constitutes a violation of basic employee duties.

1. .
   1. Any changes to this agreement must be made in writing under pain of nullity.
   2. In matters not regulated by the provisions of this agreement, the provisions of the Civil Code will apply.
   3. The agreement was drawn up in two identical copies, one for each party.

|  |  |
| --- | --- |
| …………………………………………. | …………………………………………. |
| EMPLOYER | EMPLOYEE |

**AGREEMENT**

ABOUT USING A PRIVATE CAR FOR BUSINESS PURPOSES FOR LOCAL DRIVING

concluded on this day Kliknij lub naciśnij, aby wprowadzić datę.in Olsztyn between:

**Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences in Olsztyn, represented by:**

Select an item.

hereinafter referred to as the "Employer",

and

**Mr. …………………… residing in …………………………** and employed in the position of ……………………, hereinafter referred to as the "Employee".

The employee declares that he is the owner of a passenger car of the brand …….., with registration number ………., with an engine capacity of ……….. cm3 .

The Employee will use a private car for business purposes related to the Employer's business.

* 1. The Employer consents to the Employee using a private car for business purposes for local trips.
  2. The employer sets the employee a monthly mileage limit for a private car in local driving of …….. kilometers.
  3. The employer undertakes to reimburse the employee for the costs of using a private car for the purposes specified in § 2, in the form of a monthly lump sum, calculated in accordance with the principles set out in the Regulation of the Minister of Infrastructure of March 25, 2002 on the conditions for determining and the method of refunding the costs of using passenger cars for business purposes. , motorcycles and mopeds not owned by the employer (Journal of Laws 02.27.271, as amended ).
  4. The amount of the lump sum granted to the Employee will be calculated each month for the previous month, after the Employee submits a declaration on the use of a private car.
  5. The amount of the lump sum referred to in section 1 is reduced by 1/22 for each working day of the employee's absence from work due to illness, leave, business trip lasting at least 8 hours or other absence and for each working day on which the employee did not have a vehicle for business purposes.

The Employee undertakes to immediately notify the Employer about the sale and other changes regarding the private car referred to in 1.

* 1. The agreement enters into force on ……………
  2. The contract was concluded for an indefinite period.
  3. The contract may be terminated by either party with one week's notice.

Any changes to this agreement must be made in writing, otherwise they will be null and void.

The contract was drawn up in two copies, one for each party.

|  |  |
| --- | --- |
| …………………………………………. | …………………………………………. |
| EMPLOYER | EMPLOYEE |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | OLSZTYN, | …….r. |
| **STATEMENT**  ON THE USE OF THE VEHICLE IN LOCAL DRIVING | | | | | | | | |
| **DETAILS OF THE PERSON SUBMITTING THE DECLARATION:** | | | | | | | | |
| NAME | | | |  | | | | |
| LAST NAME | | | |  | | | | |
| VEHICLE BRAND AND MODEL | | | |  | | | | |
| VEHICLE ENGINE CAPACITY | | | |  | | | | |
| VEHICLE REGISTRATION NUMBER | | | |  | | | | |
| **DATA FOR CALCULATING THE LUMP RATE FOR A GIVEN MONTH** | | | | | | | | |
| NUMBER OF KILOMETERS GRANTED | | | |  | RATE PER KM | | | PLN 1.15 |
| FLAT-SUM MONTHLY RATE | | | | - zloty | FLAT SUM DAILY RATE | | | - zloty |
| **DAYS OF ABSENCE FOR WHICH THERE IS NO LUMP RATE** | | | | | | | | |
| VACATION | | | |  | | | | |
| DELEGATION | | | |  | | | | |
| OTHER | | | |  | | | | |
| **TOTAL** | | | | **0** | | | | |
| **LUMP RATE GRANTED PER MONTH:** | | | | | | **October 2023** | | |
| **LUMP SUM AMOUNT:** | | | | | | **- zloty** | | |
|  |  |  |  |  |  |  | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  | SIGNATURE OF THE PERSON SUBMITTING THE DECLARATION | | |