SETTLEMENT OF COSTS FOR TRAVEL ABROAD

**APPLICATION NO. ………………………………..**

1. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

(PhD student's name and surname)

2. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

(Destination)

3. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

(destination country/countries of travel)

4. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

(means of transport)

5. Amount of advance payment:

* in foreign currency - . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
* in Polish zlotys, including towards:
  + domestic trip - . . . . . . . . . . . . . . . . . . . . . . . . . . .
  + foreign trip (in the amount equivalent to the advance payment in foreign currency)

. . . . . . . . . . . . . . . . . . . . . . x . . . . . . . . . . . . . . . . . . . . . . = . . . . . . . . . . . . . . . . . . . . . .

(equivalent of the advance payment in foreign currency) (average exchange rate on the day of advance payment) (amount in Polish zlotys)

6. Determining travel costs

1. travel time

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| trip  arrival | | | border crossing | | | domestic travel time | travel time abroad |
| town | date | time | town | date | time |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

b) travel allowance:

- domestic:

. . . . . . . . . . . . . . . . . . x diets. . . . . . . . . . . . . . . . . . . . . . = . . . . . . . . . . . . . . . . . . . . .

(allowance amount) (currency) (currency)

- foreign:

. . . . . . . . . . . . . . . . . . x diets. . . . . . . . . . . . . . . . . . . . . . = . . . . . . . . . . . . . . . . . . . . .

(allowance amount) (currency) (currency)

c) travel costs:

- specific means of transport: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

(mode of transportation)

ticket price . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

- a car, motorcycle or moped not owned by the employer:

. . . . . . . . . . . . . . . . . . . . . . x . . . . . . . . . . . . . . . . . . . . . = . . . . . . . . . . . . . . . . . . . . . . . zloty

(number of kilometers traveled) ( 1 kmmileage rate)

d) lump sum for commuting:

- from and to the railway station, bus station, airport or seaport -

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

(country) (city)(lump sum amount)

- by local transport:

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . x . . . . . . . . . . . . . . . . . . . . . . x 10%= . . . . . . . . . . . . . . . . . . . . .

(number started days of travel (allowance amount) (currency) (currency)

e) accommodation costs:

- lump sum . . . . . . . . . . . . . . . . . x . . . . . . . . . . . . . . . . . . . . . . x 25% = . . . . . . . . . . . . . . . . . .

(number of nights) (night limit) (currency) (currency)

- in the amount stated in the hotel bill - . . . . . . . . . . . . . . . . . . . . . .

(within limit)

- in the amount stated in the hotel bill - . . . . . . . . . . . . . . . . . . . . . .

(within the limits exceeding the limit - with the consent of the employer)

f) other expenses:

. . . . . . . . . . . . . . . . . . . type . . . . . . . . . . . . . . . . . . . sum

. . . . . . . . . . . . . . . . . . . type . . . . . . . . . . . . . . . . . . . sum

. . . . . . . . . . . . . . . . . . . type . . . . . . . . . . . . . . . . . . . sum

Total travel costs:

- in foreign currency. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

- in Polish zlotys. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

I am enclosing this bill

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

invoices (evidence) (signature)

Advance settlement:

1) collected in a foreign currency / in foreign currency and Polish zlotys\* )

- costs in foreign currency - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

- advance payment collected in foreign currency - . . . . . . . . . . . . . . . . . . . . . . . . . . .

- costs in Polish zlotys - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

- advance payment collected in Polish zlotys - . . . . . . . . . . . . . . . . . . . . . . . . . .

- to be returned / to be paid\* ) in a foreign currency - . . . . . . . . . . . . . . . . . . . . . .

- to be returned / to be paid\* ) in Polish zlotys - . . . . . . . . . . . . . . . . . . . .

2) collected in Polish currency

- costs in foreign currency after conversion into Polish zloty

. . . . . . . . . . . . . . . . . . . . . . x . . . . . . . . . . . . . . . . . . . . . . = . . . . . . . . . . . . . . . . . . . . . .

(expenditures in currency)(exchange rate - on the day of advance payment) (amount in Polish zloty)

- costs in Polish zlotys - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

- advance payment collected in Polish zlotys - . . . . . . . . . . . . . . . . . . . . . .

- to be refunded / to be paid\* ) - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

I am enclosing this bill

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

invoices (evidence) (signature)

The account was checked for

substantive and found formal and accounting

execution of the departure order

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

(date) (signature) (date) (signature)

|  |  |  |
| --- | --- | --- |
| Unused advance payment in  amount . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  paid . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  (date)  . . . . . . . . . . . . . . . . . . .  (cashier's signature) | Approved for withdrawal . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  title . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  . . . . . . . . . . . . . . . . . . . . . .  (signature) | |
|  | I acknowledge receipt . . . . . . . . . . . . . . . . . . . . . . . . . . . . | |
| . . . . . . . . . . . . . . . . . . .  (date) | . . . . . . . . . . . . . . . . . . .  (signature) |

\* ) delete unnecessary

Project/ financing source :………………………………………………………………………………………………………………..

. . . . . . . . . . . . . . . . . . . . . . . . .

(date signature)

|  |  |  |
| --- | --- | --- |
| Approved for withdrawal . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  title . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  (signature) | | |
|  | I acknowledge receipt . . . . . . . . . . . . . . . . . . . . . . . . . . . . | |
| . . . . . . . . . . . . . . . . . . .  (date) | . . . . . . . . . . . . . . . . . . .  (signature) |

\* ) delete unnecessary