Annex No. 2
 to Ordinance No. 4 of the Rector of the University of Białystok of 5 January 2023

**Reference no. (Electronic Documentation Management System): ...................**

*(completed by the International Cooperation Office)*

**Settlement of foreign travel expenses**

1. **on the basis of payment order no** ............................. of ............................................................................................
2. **on the basis of the advance payment of** ......................................... for travel application no ...............................................
3. **based on other documents** .........................................................................................................................

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

*title/degree, name(s), organisational unit (as in the referral request)*

**Travel assignment to**: ...............................................................................................................................................................

**Stay abroad lasted:**

from .................. hrs. ................ to ............... hrs. ................ total days:.................................

of which *(indicate duration of stay in each country)*:

Country: ..................................... from .................... hours ............. to ..................... hours ................ days in total: ..................

Country: ....................................... from .................... hours .............. to ..................... hours ................ days total: .................

Country: ..................................... from .................... hours ............... to .................... hours ............... days total: .................

Please note: time spent abroad is calculated when travelling:

1. By land − from the moment the border is crossed to the destination to the moment the border is crossed on the way home,
2. By air − from the time the aircraft takes off on its way abroad from the last airport in the origin country until the aircraft lands at the first airport,
3. By sea − from the moment the ship leaves the Polish port until the moment it enters the Polish port.

The total period of stay in each country may not exceed the total number of days abroad.

|  |  |
| --- | --- |
| **I declare that the host party/conference organizer has provided the following:** | **Number:** |
| **Breakfast:** |  |
| **Lunch:** |  |
| **Dinner:** |  |
| **Accommodation:** |  |
| **Transport from/to the airport/station.**  |  |
| **Local transport.**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business travel costs** | **PLN** | **EUR** | **Other currency .............................** |
| Daily allowances: number: .................................................................................................................................................................................Country: ............................................................................................................ |  |  |  |
| Hotel costs on the basis of the bill/lump sum \*\*…………………………………………………………………………… .. .....................................................................................................................Country: ............................................................................................................ |  |  |  |
| Travel costs on the basis of the tickets/invoice presented\*\*:* train/bus/other tickets\*\*
* internal tickets

The cost of travelling by private car on the route: ..........................................…………………..… ……………………………..make of the car …………… ................................................................Licence plate no. ................................ engine capacity ..................... number of km.................. x rate per 1 km in PLN ...................... =............................................................. |  |  |  |
|  |  |  |
|  |  |  |
| Other reimbursable expenses:* - commuting allowance
* - conference fee
* - lump sum for transport
* - other
 |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total: |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To be completed by International Cooperation Office staff** | Currency .......... | Exchange rate | Amount in currency.... | Value in PLN | Source of funding |
| Advance payment / Payment order  |  |  |  |  |  |
|  |  |  |  |  |
|  |   |  |  |  |
| Total |  |  |  |
| Spent |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total  |  |  |  |
| Amount to be reimbursed |  |  |  |  |
| Amount to be paid |  |  |  |  |

I return unused foreign payment funds to the University of Białystok bank account.

Please transfer insufficient foreign payment funds to my PLN/EUR\*\* bank account no: .....................................................................................................................................................................................................................

 ......... ....................................................
 *Signature of the person submitting the settlement*

**I agree to deduct the amount due from my salary.**

\* to be *filled in by the applicant* . ..................................................................................

*\*\* delete as appropriate Signature of the applicant*

|  |  |
| --- | --- |
| Formally checked.............................................................................. *Signature of the Head of the International Cooperation Office* | Verified in terms of accounting ............................................................................................*Signature of the staff member responsible for the financial settlement* |