



R<sub>4</sub>E-                      /                      /  
(filled out by R<sub>4</sub>E)

.....  
(Seal of Organisational Unit)

.....  
(Ref. No., Date)

## REQUEST TO HOST A FOREIGN GUEST

1. Name and surname of guest .....

a/ Academic title, degree .....

b/ Host unit at PUT .....

2. Guest arriving from:

a/ Country.....

b/ Name of university or company.....

3. Duration of stay at PUT (excluding travel days).....

4. Purpose of the visit.....

5. Name and surname of the person hosting the guest: .....

(please print)

Contact phone number: .....

6. Request for advance payment of per diem allowance

a/ Number of days ..... Amount: 500.00 PLN / day **total** .....

7. Request for hotel reimbursement: YES ☒ NO ☐

a/ Number of nights..... Amount per night ..... total .....

8. Request for travel ticket reimbursement: YES ☒ NO ☐

Ticket : from ..... to .....

9. Funding source and signature of budget holder:

Allocation account	
Cost Centre (MPK)	
Funding source	
Project	

.....  
(approval of financial resources by the budget holder)

.....  
(signature of the person hosting the guest)

.....  
(signature and seal of the head of PUT organisational unit)

.....  
(decision of the Vice-Rector for International Relations)