Attachment to Ordinance No.44 of the PUT Rector
of 1 September 2026 (RO/IX/44/2026)

# PROCEDURE FOR THE AUTHORISATION, UNDERTAKING AND SETTLEMENT OF INTERNATIONAL BUSINESS TRIPS

## Chapter I. General provisions

### § 1 [Subject matter]

1. This Procedure lays down the rules and procedures for the authorisation, undertaking and settlement of international business trips by employees of Poznan University of Technology.
2. The provisions of this Procedure shall apply accordingly to persons who are not employees of the University, in particular Ph.D. students and students (excluding activities carried out as part of student research clubs and student organisations), who perform tasks for the University within the scope specified in this Procedure.

### § 2 [Definition of a business trip]

1. For the purposes of this Procedure, a business trip shall mean a trip undertaken outside the territory of the Republic of Poland in order to perform assigned tasks falling within the scope of the statutory activities of Poznan University of Technology, outside the locality of the permanent place of work, study or provision of services.
2. In particular, the following shall be considered business trips:
   1) in the case of employees of Poznan University of Technology – a business trip within the meaning of Article $77^5$ of the Labour Code, undertaken pursuant to an official instruction, hereinafter referred to as an “employee business trip”, subject to paragraph 3;
   2) in the case of students, Ph.D. students and other persons who are not employees of Poznan University of Technology – a trip undertaken in order to perform tasks for the University, specified, in particular, in regulations, programmes, projects, contracts or agreements.
3. An employee business trip undertaken during annual leave or unpaid leave shall not constitute an employee business trip within the meaning of this Procedure.
4. As a rule, an employee business trip should not exceed 30 days. In the case of a planned absence exceeding 30 days, the relevant provisions of the Work Regulations of Poznan University of Technology shall apply accordingly, in particular those concerning special leave for an academic teacher and the secondment of an employee to work abroad.

### § 3 [Glossary of terms]

For the purposes of this Procedure, the following terms shall have the meanings set out below:
1) “University” – Poznan University of Technology;
2) “SOWZ” – the International Business Travel Section of the University’s International Relations Office;
3) “funds administrator” – a person authorised to approve expenditure from specified sources of funding related to a trip;
4) “event” – a conference, seminar, training course, workshop, project meeting, trade fair or other event of a scientific, research, teaching or organisational nature;
5) “purpose of the trip” – participation in an event or performance of scientific, teaching, implementation or organisational tasks, as well as performance of other tasks assigned by the University, undertaking a traineeship or study visit;
6) “official travel order (business trip authorisation)” – a document constituting the formal basis for undertaking an international trip referred to in § 2(2), specifying, in particular, the purpose of the trip and the place and dates of travel, and signed by an authorised person;

7) "Regulation" – the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts due to an employee employed by a state or local-government budgetary unit in respect of a business trip.

## Chapter II. Application for travel abroad

### § 4 [Obligation to submit an application]

1. An application for travel abroad (Attachment No. 1), completed legibly and signed by the person travelling, the head of the organisational unit and the funds administrator, together with the required attachments, shall be submitted to SOWZ no later than 14 working days before the planned date of departure.
2. In the case of trips requiring an advance payment, the application shall be submitted sufficiently in advance to allow the payment to be made by the required deadline.
3. The following shall be attached to the application as mandatory documents, where applicable:
   1) documents confirming the purpose of the trip, in particular:
      a) in the case of participation in a conference – confirmation of acceptance of the paper;
      b) in the case of a scientific or research visit, delivery of classes, participation in a doctoral defence, undertaking a traineeship or participation in a meeting – an invitation specifying the dates of the planned visit;
      c) in the case of scholarly or field research – a research plan specifying the dates of the planned stay;
      d) in the case of a trip undertaken as part of the CEEPUS programme – the Mobility Application Sheet;
   2) information about the event, including the dates and venue;
   3) a document specifying the amount of the advance payment, the payment deadline and method, and the services covered by the fee (e.g. a printout from the website or correspondence with the organiser);
   4) in the case of students, Ph.D. students and other persons who are not employees of Poznan University of Technology – the agreement referred to in § 13(3).
4. Incomplete applications or applications prepared using a format other than the applicable template shall not be considered.
5. Applications covering more than one person shall not be permitted.
6. In particularly justified cases where submission of a paper copy is impossible, the application may be submitted electronically, bearing the required signatures, to the e-mail address specified by SOWZ.
7. An application meeting the formal requirements, together with the complete set of attachments, shall be forwarded by SOWZ to the Vice-Rector for International Relations for consideration.
8. In the event that consent is refused, the reasons for the refusal shall be communicated in writing or electronically (by e-mail) to the applicant and the head of the relevant organisational unit.
9. The Vice-Rector for International Relations, in consultation with the Rector, may withdraw consent that has been granted in the event of extraordinary circumstances, in particular threats to health or life, such as epidemiological situations, military operations, acts of terrorism or natural disasters.
10. Before consent to travel abroad has been obtained, no organisational arrangements related to the trip may be made, in particular airline tickets may not be booked and advance payments may not be made.
11. The date for collecting the documents and the advance payment for travel abroad shall be agreed with SOWZ, usually approximately one week before the planned departure.

### § 5 [Extension of stay beyond the business trip period]

1. If a person travelling intends to extend their stay abroad beyond the period specified as the employee business trip, they shall be required to:
   1) obtain the prior consent of the Vice-Rector for International Relations to purchase a ticket allowing for the additional stay and submit a written declaration undertaking to cover all costs unrelated to the business trip, including any difference in the price of the return ticket if the cost of returning at a later date exceeds the cost of returning on the date specified in the official travel order;
   2) cover the period of the extended stay with annual leave or unpaid leave.
2. The consent referred to in paragraph 1(1) shall be granted on the basis of an application containing a justification and the planned dates of stay (Attachment No. 4).

### § 6 [Application for travel abroad – Part A]

1. Part A of the application shall contain:
   1) the first name and surname, academic degree or title, and official position of the person travelling; in the case of a Ph.D. student, student or person from outside the University – an appropriate annotation;
   2) the destination country and locality;
   3) the purpose of the trip – in accordance with the definition set out in § 3(5), including the name of the programme or project, where applicable;
   4) the dates of the trip, understood as the period of absence from work, covering the time necessary to fulfil the purpose of the trip, taking into account the right to arrive on the day preceding the commencement of the event and depart on the day following its conclusion, provided that the consent of the head of the organisational unit and the funds administrator has been obtained;
   5) the title of the paper or presentation and, where applicable, the author(s) of the presentation, as well as confirmation of acceptance of the paper or a printout of the conference programme. In other cases, the purposefulness of the trip shall be justified in writing (e.g. in the case of two persons travelling with one paper or travel without a paper – Attachment No. 2).
   6) the source of funding, confirmed by the signature of the funds administrator, together with the allocation of individual costs to the respective sources of funding.
2. An application for travel abroad shall be signed by the person travelling and approved by the head of the organisational unit and the funds administrator, subject to the following specific cases:
   1) if the person travelling is :
      a) a student – the application shall be approved by the Dean of the relevant Faculty,
      b) a Ph.D. student – the application shall be approved by the director of the organisational unit delegating the person,
      c) a person from outside the University – the application shall be approved by the head of the organisational unit covering the costs of the trip;
   2) if the person travelling is the head of an organisational unit or the Rector, the application shall be approved by:
      a) in the case of an institute director – the Dean of the relevant Faculty,
      b) in the case of a Vice-Rector, Dean of a Faculty, Director of the Doctoral School, centre leader or Chancellor – the Rector,
      c) in the case of a centre director – the Rector or the relevant Vice-Rector,
      d) in the case of the Rector – the relevant Vice-Rector.

## § 7 [Application for travel abroad – Part B]

1. An international trip shall be undertaken using a means of transport that ensures cost-effectiveness, safety and the timely fulfilment of the purpose of the trip.
2. The means of transport shall be specified in the application for travel, taking into account the nature of the trip, the availability of connections and the efficient use of public funds.
3. The final approval of the means of transport shall be granted by the Vice-Rector for International Relations, following prior consultation with SOWZ.
4. A change of means of transport from that specified in the official travel order shall require the prior approval of the person delegating the traveller, if it entails reimbursement of travel costs.
5. An unauthorised change of means of transport shall constitute grounds for refusing reimbursement of costs in excess of the cost of travel by the means of transport specified in the official travel order.

### Air travel

1. Air tickets shall be purchased from a supplier selected through a public procurement procedure (hereinafter: the “travel agency”).
2. The University shall pay for air tickets in accordance with the agreement concluded with the travel agency. The use of suppliers other than the travel agency selected by the University or payment made directly by the person travelling shall not be permitted.
3. A ticket may be purchased only after consent to the trip has been obtained and the costs have been approved by the funds administrator.
4. Air tickets shall be purchased in economy class, understood as the lowest available fare allowing the trip to be undertaken in accordance with its purpose, excluding premium and business class.

### Procedure for purchasing air tickets

1. After consent to the trip has been obtained, the person travelling shall contact the travel agency in order to make a preliminary reservation of an air ticket, in accordance with the following rules and taking into account the current procedures announced by SOWZ referred to in paragraph 4:
   1) The person travelling shall contact the travel agency with which the University has concluded an agreement by telephone or e-mail and request that it prepare an offer.
   2) Upon receiving the request, the travel agency shall present the person travelling with at least three proposed flight connections that are optimal in terms of price and travel time, together with their respective prices.
   3) If the proposed connections do not meet the person's requirements, the person travelling shall have the right to request new offers taking into account their justified suggestions.
   4) The travel agency shall take into account the preferences of the person travelling concerning flight connections, within the limits of the applicable cost-effectiveness principles.
   5) After selecting an offer, the person travelling shall make the ticket reservation.
   6) Once the reservation has been approved by SOWZ, the travel agency shall send the ticket to the e-mail address of the person travelling.
2. Any changes to the terms of the reservation, including a change to the flight date, cancellation of the reservation or change of carrier, shall be reported to SOWZ without delay and shall require its approval.
3. Reimbursement of any additional costs associated with a change to the reservation shall require prior approval by the funds administrator.
4. The person travelling shall be required to familiarise themselves with the current procedures for purchasing tickets announced by SOWZ, which may supplement or clarify the rules set out in this paragraph.

**Travel by a vehicle not owned by the university**

1. If a person travelling intends to travel by a vehicle not owned by the University, they shall be required to submit a written justification for choosing this means of transport.
2. Subject to paragraph 4, the person travelling shall be entitled to reimbursement of travel costs:
   1) according to the rates commonly referred to as “mileage rates”, covering vehicle operating costs, including fuel,
   2) for motorway tolls and parking fees – only where necessary and economically justified and directly related to the route and purpose of the trip, provided that the costs incurred are duly documented.
3. In the case of travel using a vehicle not owned by the University, regardless of whether the person travelling uses the vehicle as a driver or passenger, they shall bear full civil liability in connection with such travel, including for any property damage and personal injury (including injury to the person travelling). The University shall not be liable for the technical condition, insurance or operation of the vehicle, nor shall it cover any costs or damage arising from its use.
4. In the case of travel by a vehicle rented by the University, reimbursement according to the “mileage rates” shall not be available. Fuel costs shall be settled on the basis of purchase invoices. Paragraph 3 shall apply accordingly.
5. In the case of travel by a vehicle not owned by the University, a vehicle mileage log shall be attached to the travel expense settlement.
6. The University shall enable employees to be covered by basic medical expenses and personal accident insurance for the duration of a business trip, in accordance with the applicable procedure. In the case of business trips undertaken by persons who are not employees of the University, insurance may be provided in accordance with the principles set out in this Procedure.
7. The person travelling shall be required to:
   1) provide the personal data necessary to conclude the insurance contract in the application form for travel abroad;
   2) familiarise themselves with the scope of insurance coverage provided by the University;
   3) collect the insurance policy before departure.
8. A person travelling as part of an employee business trip may opt out of the insurance provided by the University only by submitting a written declaration confirming that they hold their own valid insurance policy (Attachment No. 5).
9. In the case of an employee business trip, the Vice-Rector for International Relations may withdraw consent to the trip if the employee fails to fulfil their obligations relating to insurance.
10. The University shall not reimburse the cost of an insurance policy purchased individually by the person travelling.

**§ 8 [Application for travel abroad – Part C]**

**Advance payment**

1. An employee shall be entitled to an advance payment to cover the necessary costs of international travel, in accordance with a preliminary calculation covering subsistence allowances, accommodation, local transport and other justified costs.
2. The advance payment may be paid:
   1) into the employee’s foreign currency bank account (EUR or USD) – upon submission of the details specified in Attachment No. 6, completed electronically;

2) into a bank account denominated in Polish currency – in an amount equivalent to the advance payment due to the employee in the foreign currency, calculated using the average NBP exchange rate applicable on the date of payment of the advance;
3) in cash.

3. The date for payment of the advance in cash shall, as a rule, be agreed with SOWZ approximately one week before the commencement of the trip. Payment shall be made exclusively on the agreed date at a bank branch designated by the University.
4. In the case of payment of the advance in cash, the "Application for Travel Abroad" must include the number and series of the identity card, mDowód or passport. This information is necessary for the bank to process the payment.
5. Applications submitted less than 7 working days before the planned date of departure may make it impossible to arrange payment of the advance in cash due to the applicable banking procedures.
6. A cash advance may be collected by an authorised person on the basis of a written power of attorney containing the details of the authorised representative (Attachment No. 10).

**Employees' subsistence allowances and other entitlements**

1. The duration of an international business trip shall be determined depending on the means of transport:
   1) in the case of land travel – from the time of crossing the state border when travelling abroad until the time of crossing the border again when returning to the country;
   2) in the case of air travel – from the time the aircraft takes off from the last airport in Poland until the time the aircraft lands at the first airport in Poland on the return journey;
   3) in the case of sea travel – from the time the vessel (ferry) departs from the last Polish port until the time the vessel (ferry) enters the first Polish port on the return journey.

   As a rule, the duration of an international business trip shall be determined in accordance with the timetables of the means of transport used, in particular flight, train, bus or vessel timetables, taking into account the actual times at which the journey begins and ends.
2. If the stay abroad is extended for private purposes, the settlement of the business trip shall be based on the time of return to Poland that would have applied had the business stay ended in accordance with the original travel plan (e.g. on the basis of timetables or tickets).
3. Where an international trip is combined with domestic travel, the provisions concerning domestic business trips shall apply accordingly to the domestic part of the journey.
4. The international subsistence allowance shall cover the costs of meals and other minor expenses.
5. The subsistence allowance shall be paid at the rate applicable to the destination country of the international trip, as specified in the Attachment to the Regulation. In the case of travel to more than one destination country, different rates may be applied.
6. Subsistence allowances shall be payable in the following amounts:
   1) for each full day – the full subsistence allowance;
   2) for an incomplete day:
      a) up to 8 hours – one-third of the subsistence allowance,
      b) more than 8 and up to 12 hours – 50% of the subsistence allowance,
      c) more than 12 hours – the full subsistence allowance.
7. If all-day meals are provided free of charge, 25% of the subsistence allowance rate shall be payable.
8. If individual meals are provided, the subsistence allowance shall be reduced accordingly:
   1) breakfast – 15%,
   2) dinner – 30%,

3) supper – 30%.

9. The rules for reducing the subsistence allowance referred to in paragraph 8 shall also apply where meals are provided as part of the hotel service (e.g. breakfast included in the accommodation price) and where the event organiser provides a one-off formal dinner (so-called Gala dinner) included in the conference fee.
10. Where several persons travel to the same event, the subsistence allowance shall be reduced in the same manner for all persons travelling on the business trip.
11. Any deviation from the rules for reducing subsistence allowances referred to in paragraphs 9–10 shall require a written explanation and, where possible, the attachment of a document confirming the different scope of benefits provided to the person concerned.
12. For each commenced 24-hour period of stay in a hospital or other medical facility, 25% of the subsistence allowance rate shall be payable.
13. Accommodation costs shall be reimbursed on the basis of an invoice or bill, within the limits specified in the Regulation. Where the accommodation cost has been paid directly by the person travelling, the invoice or bill may be issued in that person's name.
14. If no invoice or bill is available, a flat-rate allowance equal to 25% of the applicable limit shall be payable, except for periods of travel.
15. In justified cases, with the consent of the Vice-Rector for International Relations, accommodation costs exceeding the applicable limit may be reimbursed upon submission of an appropriate justification (Attachment No. 7).
16. Accommodation costs shall not be reimbursed if the accommodation was provided by the University, the foreign party or paid for as part of other benefits (e.g. the conference fee).
17. An employee shall be entitled to a flat-rate allowance to cover the costs of travel to and from a railway station, airport or seaport in the amount of one subsistence allowance applicable in the destination locality and in each other foreign locality in which the employee stayed overnight.
18. Where travel is made in one direction only, a flat-rate allowance equal to 50% of the subsistence allowance shall be payable.
19. To cover the costs of local transport, a flat-rate allowance equal to 10% of the subsistence allowance shall be payable for each commenced 24-hour period of stay.
20. The flat-rate allowances referred to in paragraphs 17–19 shall not be payable where:
    1) the employee travels by a University vehicle or a private vehicle;
    2) free transport is provided;
    3) tickets or bills documenting the travel costs are submitted – in which case reimbursement shall be made on the basis of the actual costs incurred;
    4) no costs have been incurred for the purposes covered by the flat-rate allowances.
21. Reimbursement of costs of travel by taxi or passenger transport services provided through mobile applications (e.g. Uber, Bolt) shall not be permitted unless:
    1) such travel is necessary and may be financed in accordance with the terms and conditions of the project, or
    2) such travel is justified by extraordinary circumstances (e.g. lack of available public transport or a hazardous situation),

    – and the costs have been duly documented.

## § 9 [Rules for payment of conference fees and hotel services]

1. Conference fees and hotel services may be:
   1) paid by the University by bank transfer;
   2) paid using the University's payment card (only where the organiser does not provide for payment by bank transfer);
   3) paid by the person travelling, with reimbursement available upon submission of an invoice and proof of payment.
2. If the trip requires advance payments, the person travelling shall specify in the "Application for Travel Abroad" the amount, currency and method of payment.
3. Where payment is made by bank transfer, the information necessary to make the transfer shall be provided, i.e.:
   1) amount;
   2) beneficiary's name and address;
   3) bank's name and address;
   4) IBAN account number;
   5) SWIFT or BIC code;
   6) event registration number (if required by the organiser).
4. Where payment is made using a Poznan University of Technology payment card, the following rules shall apply:
   1) Conference fees:
      a) The "Application for Travel Abroad" must be accompanied by a signed letter requesting the Vice-Rector for International Relations to consent to the use of the payment card for an online payment (Attachment No. 8).
      b) Once consent has been obtained, the person travelling shall arrange with SOWZ for the payment to be made.
      c) The payment shall be made exclusively at the SOWZ office, using an SOWZ computer. The payment details shall be entered by the person travelling (or their representative), while the card number shall be entered by an SOWZ employee after verification of the details.
      d) It shall not be permitted to transmit payment card numbers electronically or by telephone.
   2) Payment for accommodation via the conference organiser's website:
      a) A signed letter requesting the Vice-Rector for International Relations to consent to the use of the payment card must be attached (Attachment No. 9).
      b) The payment procedure shall be the same as that described in point 1, provided that the University's payment card may not be used as a guarantee for a hotel reservation.

## § 10 [Visa requirement]

1. Information on visa requirements for citizens of the Republic of Poland is published on the website of the Ministry of Foreign Affairs at: https://www.gov.pl/web/dyplomacja/informacje-dla-podrozujacych.
2. A person travelling to a country where a visa is required shall take the necessary steps to obtain it in sufficient time to enable the trip to take place.
3. Once the consent of the Vice-Rector for International Relations has been obtained, the person travelling shall:
   1) contact the travel agency providing services to the University or the relevant diplomatic mission of the destination country;
   2) inform SOWZ that the visa application procedure has been initiated.
4. The costs of obtaining a visa shall constitute business travel expenses and shall be covered by the University.

5. The person travelling shall be solely responsible for completing the visa formalities in a timely manner.

#### § 11 [Vaccinations]

1. The University shall cover the costs of mandatory vaccinations required for entry into the destination country of the business trip.
2. In particularly justified cases, subject to the prior written consent of the funds administrator, the University may cover the costs of recommended vaccinations.

#### § 12 [Cancellation of international travel]

1. If the international trip cannot take place, the person travelling shall immediately inform SOWZ of the situation.
2. The person whose trip has been cancelled shall immediately take steps to cancel all previously booked services related to the trip, in particular:
   1) contact the travel agency to cancel the ticket and, where possible, obtain a refund;
   2) contact the hotel or other accommodation provider to cancel the reservation and request a refund of the costs incurred; if a refund is not possible, an invoice confirming the amount of the costs shall be obtained;
   3) contact the event organiser (e.g. conference or workshop organiser) to request a full or partial refund of the fee paid; if a refund is not possible, an invoice confirming the costs incurred shall be obtained.
3. If the event is changed to an online format, the person travelling shall obtain an invoice without VAT and submit it to SOWZ for settlement.
4. If an advance payment has been made for the trip, the person travelling shall immediately contact SOWZ in order to settle the advance payment and return any unused funds. Unused advance payments may not be carried forward to a subsequent trip.

## Chapter III. Travel by persons who are not employees of the university

#### § 13 [Financing travel costs of persons who are not employees of the university]

1. Students, Ph.D. students and other persons who are not employees of the University undertaking international travel may have the costs of travel, local transport and accommodation financed by the University in the form of direct payment by the University, an advance payment or reimbursement of expenses incurred. In justified cases, a subsistence allowance may also be granted, in particular where travel costs are financed under externally funded projects.
2. The amount of benefits financed in connection with the trip, as well as the method of payment, shall be determined by the relevant funds administrator, provided that such benefits may not exceed the amounts that would be payable in an analogous business trip undertaken by an employee.
3. The benefits payable in connection with the trip shall be clearly specified in an agreement concluded with the person concerned (Attachment No. 3). The agreement shall require the prior countersignature of the Bursar. The template agreement may, where justified, be appropriately adapted to the nature of the particular trip, provided that it remains compliant with applicable legislation and funding rules.

## Chapter IV. Settlement of travel expenses

#### § 14 [Settlement deadline]

1. The person travelling shall settle the business travel expenses within 14 days of the date of return.
2. If the person travelling is subject to mandatory quarantine or epidemiological surveillance, the period referred to in paragraph 1 shall commence on the date of completion of the quarantine or surveillance, respectively, provided that SOWZ has been informed of this fact in advance.

### § 15 [Settlement procedure]

1. Travel expenses shall be settled in person at SOWZ, by prior appointment.
2. In order to settle the travel expenses, the following shall be submitted:
   1) duly issued invoices or bills for accommodation and conference fees;
   2) documents previously obtained from SOWZ, in particular the official travel order, insurance policy and tickets;
   3) a copy of the passport page containing the visa, where the visa was purchased locally;
   4) invoices or bills confirming other justified travel expenses incurred.
3. In the case of Ph.D. students, students and persons who are not employees of the University, the settlement shall include a bank account number to which any reimbursement of expenses incurred is to be made (Attachment No. 11).

### § 16 [Settlement of travel expenses without prior submission of an application]

1. In particularly justified cases, it shall be permissible to settle the costs of an international trip undertaken without prior submission of an "Application for Travel Abroad".
2. A person who has undertaken such a trip shall submit to the Vice-Rector for International Relations, through SOWZ, a written application for consent to settle the expenses (Attachment No. 12), containing:
   1) personal details, position and name of the organisational unit;
   2) country, locality and dates of the trip;
   3) purpose of the trip, including the name of the inviting institution;
   4) source of funding, confirmed by the funds administrator;
   5) consent of the head of the organisational unit to classify the absence as a business trip or to justify the absence.
3. The application shall be accompanied by documents confirming the business nature of the trip (e.g. an invitation, meeting programme or confirmation of participation in a project).
4. Once the consent of the Vice-Rector for International Relations has been obtained, the travel expenses shall be settled at SOWZ in accordance with the general rules laid down in this Procedure.
5. Reimbursement of expenses shall be made to the bank account indicated by the person settling the travel expenses.

## Chapter V. Secondment under international projects

### § 17 [General provisions]

1. The secondment of an employee to perform work abroad, including as part of an international project, shall take place pursuant to separate regulations and shall require the new place of work to be specified in the employment contract (by way of an amending agreement).
2. The provisions of this Procedure shall not apply to a seconded employee, subject to § 18.
3. In the case of secondment, the University shall cover the cost of a one-off journey to the place of work abroad and the return journey to Poland, as well as the cost of accommodation, only where this has been provided for in the amending agreement to the employment contract.
4. Coverage of the costs referred to in paragraph 3 shall not constitute grounds for treating the journey as an employee business trip and shall not entitle the employee to a subsistence allowance or other benefits payable in respect of an employee business trip.
5. Activities related to the preparation and administration of the employee's secondment referred to in paragraph 1 shall be carried out by the Human Resources Department.

### § 18 [Settlement of travel expenses during secondment]

1. In exceptional cases, the University may cover the costs of participation in an event during a secondment to work abroad. The settlement of such costs shall be carried out in accordance with the rules laid down in this Procedure.
2. Reimbursement of costs shall not be available for activities unrelated to the activities of the University, in particular the provision of educational or research services or the pursuit of other gainful activity, or for activities carried out as part of other obligations towards the University (e.g. projects), where the related costs are financed from other sources.
3. Consent to finance the costs of participation in an event shall be granted by the Vice-Rector for International Relations upon a written application from the employee (Attachment No. 13).
4. The application referred to in paragraph 2 shall be accompanied by:
   1) confirmation of acceptance of a paper or an invitation to a visit (where applicable);
   2) documents confirming the costs incurred (bills, invoices).

## Chapter VI. Remote participation in an international conference

### § 19 [Application for remote participation]

1. Where a person participates remotely in an international conference, the applicant shall submit an "Application for remote participation in an international conference / Payment of a conference fee without undertaking travel" (Attachment No. 14).
2. The application shall contain:
   1) the participant's personal details;
   2) the name and dates of the conference;
   3) the title of the paper and confirmation of its acceptance or, where no paper is presented, justification of the purpose of participation (Attachment No. 2);
   4) the amount of the conference fee and the payment details;
   5) the source of funding, confirmed by the signature of the funds administrator.

### § 20 [Approval and payments]

1. An application for remote participation in a conference shall be approved by the Vice-Rector for International Relations following prior approval by the head of the organisational unit.
2. The rules for payment of the conference fee are laid down in § 9 of this Procedure.
3. In accordance with applicable regulations, the invoice for remote participation shall be issued to Poznan University of Technology without VAT being charged.

## Chapter X. Final provisions

### § 21 [Scope of application]

1. This Procedure shall apply to all organisational units of the University and persons sent by the University on international business trips, except for student trips undertaken as part of student research club activities, which are governed by a separate ordinance of the Rector.
2. Matters not regulated by this Procedure shall be governed by generally applicable laws. Substantive matters not regulated by this Procedure shall be agreed with the Vice-Rector for International Relations. In special cases departing from the established rules, implementation of a given solution shall require prior agreement with the Vice-Rector for International Relations.

3. Any financial matters not regulated by this Procedure shall be agreed with the Bursar in each individual case. In special cases departing from the established rules, implementation of a given solution shall require prior agreement with the Bursar and/or the Vice-Rector for International Relations.

**§ 22 [Obligation to monitor the situation in the destination country]**

1. The person travelling shall be required to monitor the situation in the destination country for potential threats to health or life, in particular those of an epidemiological or military nature (including those related to warfare or terrorism) and natural disasters, both when submitting the application and immediately before departure.
2. The Rector may suspend, restrict or cancel international trips, in whole or in part, in particular for security reasons.

**§ 23 [Form of document submission]**

1. Until solutions enabling documents to be submitted through the Electronic Document Workflow (EOD) system are implemented, the required form of submission shall remain paper-based.
2. The scope and timetable for implementing electronic versions of documents in the EOD system shall be determined by the Vice-Rector for International Relations in consultation with the Bursar. Electronic versions of documents may differ in scope and form from paper documents due to the specific nature of the IT system and the organisational solutions adopted.
3. Once the electronic document workflow has been implemented in the EOD system, the use of paper forms shall be permitted only in justified cases, with the consent of the head of SOWZ.