



R₄Z- / /
(to be completed by R₄Z)

.....
(stamp of the organisational unit)

.....
(reference number, date)

APPLICATION FOR TRAVEL ABROAD

- ☐ **EMPLOYEE BUSINESS TRIP**
☐ **PH.D. STUDENT/STUDENT/PERSON FROM OUTSIDE THE UNIVERSITY**

(Select as appropriate)

1. First name and surname:

.....
(complete LEGIBLY)

a/ academic title, academic degree, position:

b/ institute/department/faculty:

c/ contact telephone number:

2. Travel to:
(country, place)

3. Termin wyjazdu:from.....to.....

4. Purpose of the trip:

5. Conference name and duration / Inviting institution:

6. Title of paper, authors:

7. Estimated cost of the trip:

8. Source of funding and signature of the funds administrator:

Allocation account		
Cost centre (MPK)		
Source of funding		
Project		

.....
(consent of the funds administrator)

.....
(signature of the person travelling abroad)

.....
(signature and stamp of the Head of the PUT organisational unit)

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

1. Means of transport

a/ rail

b/ aeroplane

c/ bus

d/ ferry

e/ passenger car, engine capacity, registration numer

Justification for the use of a passenger car

.....

.....

2. Application for an advance payment to cover travel expenses:

☐ not applicable

☐ I request an advance payment in the amount of PLN

.....
date and signature of applicant

.....
(R₄ decision)

3. Insurance for medical expenses and personal accident insurance (complete in BLOCK CAPITALS)

First name and surname: date of birth:

Destination country:

Period of stay abroad from.....to.....

.....
(date and signature of person travelling)

C

1. Application for a foreign currency advance payment

for travel to on (date)

a/ subsistence allowances: number allowance rate total

number allowance rate total

b/ accommodation: number limit/flat-rate allowance total

number limit/flat-rate allowance total

c/ travel allowance total

d/ costs of local transport total total

e/ other expenses total

Total amount of advance payment requested

2. Advance payments

Making an advance payment simultaneously constitutes an **obligation** to provide a **duly issued invoice** to the International Cooperation Section **no later than upon settlement** of the trip.

a/ conference fee: amount payment method

b/ hotel deposit/accommodation: amount payment method

3. Series and number of identity document of the person travelling abroad

.....

4. Remarks.....

.....

5. I undertake to settle the advance payments referred to in points B.1 and C.1 within 14 working days of the date of completion of the trip, and at the same time authorise Poznan University of Technology to deduct any unsettled amounts from my next salary payment.

.....
(signature of person travelling)



/ R4Z- / /

SETTLEMENT of Advance Payment for an International Business Trip

..... ,
(first name and surname) (PUT organisational unit)

Business trip to:
(list countries and places)

Stay abroad lasted:

(number of days of stay: up to 8 hours – 1/3; more than 8 up to 12 hours – 1/2; more than 12 hours – 1)

from at to at, total days:

including:

..... from at to at total days:.....

..... from at to at total days:.....

Settlement of costs of stay abroad:

1. Subsistence allowances:

Country - number - rate

total
currency symbol

total
currency symbol

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

2. Accommodation:

Country (flat-rate allowance – 25% of limit; invoice)

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

3. Travel allowances:

.....

4. Costs of local transport:

.....

5. Other expenses (specify):

.....

6. Total expenses:

=====

7. Advance payment received:

=====

8. Amount remaining to be refunded (in figures and words):

=====

9. Amount payable:

=====

.....
(date and signature of person submitting the settlement)

Checked for compliance with formal and accounting requirements:

Source of funding:

Allocation account	
Cost centre (MPK)	
Source of funding	
Project	

.....
(signature and stamp)