

.....
(first name and surname)

.....
(PUT organisational unit)

.....
(contact number)

Poznan, date.....

Vice-Rector for International Relations

**Application for consent to participate in a conference without a paper or for two
persons to attend with one paper**

I hereby request / We hereby request* consent to undertake an employee business trip for the
purpose of participating in the conference

....., to
be held on

*without a paper / for two persons with one paper.**

I hereby justify / We hereby justify* this request as follows*:

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

I kindly request / We kindly request* favourable consideration of this application.

.....
(signature of applicant(s))

Opinion of the Head of the Organisational Unit:

I give my consent / I do not give my consent*

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

* select as appropriate