

AGREEMENT

on an international business trip by a person who is not an employee of Poznan University of Technology

concluded on in Poznan between:

Poznan University of Technology, with its registered office at ul. 1 Jacka Rychlewskiego, 61-131 Poznan,

NIP: 777-00-03-699, REGON: 000001608,

hereinafter referred to as the "University", represented by

.....,

and

.....

(first name and surname, correspondence address, e-mail)

– a student / Ph.D. student / other person who is not an employee of the University*

hereinafter referred to as the "Traveller",

hereinafter jointly referred to as the "Parties":

§ 1. [Subject matter of the agreement]

1. The University commissions the Traveller, and the Traveller undertakes, to undertake an international business trip to:

.....
(place, name of institution, address)

from to, for the purpose of:

.....
(describe the purpose of the trip, e.g. participation in a conference, study visit, project implementation, etc.).

§ 2. [Scope of funding]

1. The University shall cover the following travel expenses in accordance with the approved "Application for travel abroad":

1. *travel expenses,*
2. *accommodation expenses,*
3. *subsistence allowances,*
4. *flat rates for travel to and from the place of departure/arrival.*

*These costs shall be covered up to a maximum amount of PLN gross (in words:).**

2. *The University shall also cover the following travel-related costs agreed in advance:*

.....

*(e.g. conference fee, visa fees, costs of mandatory vaccinations – in accordance with the approved application)**

3. In justified cases, the University may cover other necessary travel-related costs, provided that they have been approved in advance by the funds administrator.
4. This Agreement and the approved "Application for travel abroad" shall constitute the basis for payment of an advance.

§ 3. [Settlement rules]

1. The Traveller undertakes to:
 1. settle the travel expenses within 14 days of the date of return,
 2. *submit a report on the stay* and the advance payment settlement form, in accordance with the template and in the form required by the University.
2. The settlement shall be made at the International Business Travel Section (SOWZ), in accordance with the currently applicable Procedure for the Authorisation, Undertaking and Settlement of International Business Trips.
3. If the Traveller fails to settle the expenses within the prescribed period or fails to fulfil the obligations specified in this Agreement, the Traveller undertakes to repay all or part of the funds received, in accordance with the written demand issued by the University.
4. The amount of funds to be repaid shall be determined by the University on the basis of accounting documentation and the extent to which the assigned task has been completed.

§ 4. [Insurance and travel documents]

1. The Traveller declares that they have been informed of the obligation to:
 1. hold a document entitling them to receive healthcare abroad (e.g. the European Health Insurance Card (EHIC)),
 2. hold insurance covering medical expenses and personal accidents for the duration of the trip.
2. *The University shall provide basic insurance. In the case of trips requiring additional insurance, the Traveller shall bear the cost thereof, unless the terms of the project provide otherwise.**

§ 5. [Traveller's obligations]

1. The Traveller undertakes to:
 1. represent the University at the place and during the period specified in § 1;
 2. comply with the laws and regulations in force in the country of stay;
 3. duly and diligently perform the assigned tasks;
 4. exercise due care in the management of public funds.
2. If the trip is undertaken using a vehicle not owned by the University, irrespective of whether the Traveller uses the vehicle as a driver or passenger, the Traveller shall bear full civil liability in connection with such travel, including for any property damage or personal injury (including injury to the Traveller). The University shall not be liable for the technical condition, insurance or operation of the vehicle and shall not cover any costs or damage arising from its use.

§ 6. [Final provisions]

1. This Agreement shall enter into force on the date on which it is signed by both Parties and shall remain in force until the settlement of the trip has been completed.
2. Any amendments to this Agreement shall be made in writing, failing which they shall be null and void.

3. Matters not regulated by this Agreement shall be governed by the provisions of the Civil Code and the University's internal regulations concerning international travel by persons who are not employees.
4. Any disputes arising from this Agreement shall be resolved in accordance with Polish law.
5. This Agreement has been drawn up in two identical copies, one for each Party.
6. The Parties declare that they have read the contents of this Agreement and fully accept them.

University:

.....

(signature and stamp)

Traveller:

.....

(legible signature)

* Delete as applicable.