

.....
(first name and surname)

.....
(PUT organisational unit)

.....
(contact number)

Poznan, date

Vice-Rector for International Relations

Application for consent to purchase a ticket covering an extended stay

I hereby request consent to purchase a ticket covering an extended stay in connection with an international business trip for to

I request that a ticket be purchased for the period, including an extension of the stay by days.

The business trip is scheduled for I shall cover the costs associated with the stay on the remaining days, in particular accommodation, meals and insurance, from my own funds. The extended stay will be private in nature and will take place during annual leave/unpaid leave.

I justify my request as follows:
.....

☐ I enclose a quotation from the travel agency confirming that the cost of a ticket covering the extended stay is not higher than the cost of a ticket covering only the period of the business trip.*

or

☐ I enclose a quotation from the travel agency specifying the cost of a ticket covering the extended stay and the cost of a ticket covering only the period of the business trip. **I declare that I shall cover the difference in the ticket price from my own funds by paying it into the bank account of Poznan University of Technology.***

* (Select as appropriate.)

.....
(signature of applicant)