

.....
(first name and surname)

.....
(PUT organizational unit)

.....
(contact number)

Poznan, date

Vice-Rector for International Relations

Request for payment for hotel accommodation using a PUT credit card

This is a request for payment for hotel accommodation using a PUT credit card in the
amount of

(amount and currency)

in connection with attending the conference

(name of the conference)

which will be held on

(date)

in

(place)

The payment concerns the cost of accommodation and does not guarantee a hotel reservation.

The hotel does not accept any other form of payment.

.....

(signature of the requester)