

.....
(first name and surname)

.....
(PUT organizational unit)

.....
(contact number)

Poznan, date

Vice-Rector for International Relations

Request to settle a business trip without the "Application travel abroad"

This is a request for consent to settle a business trip without the "Application for travel abroad" in connection with attending a conference/conducting a research visit *

.....
(name of the conference or host institution)

in
(country destination)

The reason for not completing the formalities related to the business trip was

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

I request that the trip taken be qualified as a business trip. I enclose the confirmation of the acceptance of the presentation/invitation, information about the conference confirming the official nature of the absence from work and an attachment with the consent of the funds administrator to charge the source of financing and the consent of the Head of the organizational unit to qualify the trip as a business trip.

.....
(signature of the requester)

* select as appropriate

.....
(first name and surname)

.....
(PUT organizational unit)

Attachment to the Request to settle a business trip without the "Application for travel abroad"

The business trip to the conference/research visit took place on
(date of the business trip)
in
(country destination)

The purpose of the business trip was.....
.....

I undertake to present correctly issued bills/invoices for the conference fee/accommodation/tickets together with the confirmation of my payment (in the case of payment by card or bank transfer) and submit the settlement within 14 days from the date of obtaining consent to settle the trip as a business trip.

.....
(signature of the requester)

The costs of the trip will be charged to the following source:

Allocation account		
Cost centre (MPK)		
Source of funding		
Project		

I consent to charge the above-mentioned sources with the costs of the international business trip.

.....
(signature of the funds administrator)

I consent to classify the trip taken as a business trip and confirm its official nature.

.....
(signature of the Head of the PUT organizational unit)