

A



R₄Z-

/ /

(to be completed by R₄Z)

.....
(stamp of the organizational unit)

.....
(document No., date)

**CONSENT TO SETTLE THE COSTS OF A CONFERENCE/RESEARCH VISIT
WHILE ASSIGNED TO WORK ABROAD
(applicable to international programmes)**

1. **First name and surname:**
(complete LEGIBLY)

a/ title, academic degree, position:

b/ institute/chair/faculty:

c/ contact telephone No.:

2. **Business trip to:**
(country, place)

3. **Date of the business trip:** from..... to.....

4. **Purpose of the business trip:**

5. **Name of the conference and its duration/Host institution:**

6. **Title of the presentation, authors**
.....

NOTE: it is mandatory to attach a confirmation of the acceptance of the presentation or an invitation to conduct a research visit.

7. **Source of funding and signature of the funds administrator:**

Allocation account		
Cost centre (MPK)		
Source of funding		
Project		

.....
(consent of the funds administrator)

.....
(signature of the person requesting consent)

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

.....
(consent of the Vice-Rector for International Relations)

B

Request to settle costs:

1. Conference fee: amount form of payment

The following should be provided:

- a correctly issued invoice to Poznan University of Technology
- a confirmation of payment from a personal account or card

2. Accommodation:

☐ according to the bill: amount form of payment

The following should be provided:

- a correctly issued invoice
- a confirmation of payment from a personal account or card

☐ I do not have an account, please settle **according to a lump sum.**

3. Tickets (indicate the type of ticket, enter the route and amount):

a/ railway
b/ air
c/ bus
d/ ferry

The following should be attached:

- an invoice for tickets correctly issued to Poznan University of Technology or if it is not possible to obtain an invoice, a LEGIBLE scan of tickets with the price
- an electronic ticket/legible scan of tickets with a visible route and price
- a confirmation of payment from a personal account or card

4. Per diem allowances:

- Did you have breakfast at the hotel? ☐ YES(how many times) ☐ NO

- Did the conference fee include meals:

- lunch ☐ YES(how many times) ☐ NO

- gala dinner ☐ YES ☐ NO

- welcome reception ☐ YES ☐ NO

- supper ☐ YES..... (how many times) ☐ NO

INVOICE DETAILS:

POZNAN UNIVERSITY OF TECHNOLOGY

ul. Jacka Rychlewskiego 1

61-131 Poznań, POLAND

VAT number: PL 777-00-03-699

Please indicate the name of the person concerned in the invoice details

.....
(signature of the person requesting consent)