



R₄Z- / /
(to be completed by R₄Z)

.....
(organisational unit stamp)

.....
(document reference number, date)

APPLICATION FOR RECEIVING AN INTERNATIONAL GUEST

1. Guest's first name and surname

a/ title, academic degree

b/ receiving organisational unit at PUT

2. Travelling from:

a/ country

b/ name of university or company

3. Period of stay at PUT

4. Purpose of visit

5. Visit under an agreement

☐ YES
(specify the agreement and the name of the coordinator at PUT)

☐ NO

6. Application for an advance payment of the daily allowance

a/ number of days daily allowance total

7. Application for payment of hotel accommodation: YES ☐ **NO** ☐

a/ number of nights..... accommodation cost per night total

8. Application for payment of ticket: YES ☐ **NO** ☐

Ticket: from to.....

9. Source of funding and signature of the fund holder:

Allocation account		
Cost centre (MPK)		
Source of funding		
Project		

.....
(approval of the fund holder)

.....
(signature of the person receiving the guest)

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

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