

**Ordinance No. 36**  
**of the Rector of Poznan University of Technology**  
**of 28 July 2025**  
**(RO/VII/36/2025)**

**on the rules for employee use of a non-employer-owned vehicle**  
**for local business travel and business trips on the territory of the country**

Acting pursuant to Article 23 sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on payments due to an employee hired in a state or local government budgetary unit for business travel (Journal of Laws of 2023, item 2190) and the Regulation of the Minister of Infrastructure of 25 March 2002 on the conditions for determining and the method of reimbursing the costs of using non-employer-owned cars, motorcycles and mopeds for business purposes (Journal of Laws of 2002, No. 27, item 1571 as amended), **it is ordered** as follows:

**§ 1**

***Employee use of a non-employer-owned vehicle for local business travel***

1. The basis for reimbursement of the costs of using non-employer-owned cars, motorcycles and mopeds, hereinafter referred to as "vehicles for business purposes", by employees for local business travel is a civil law agreement concluded between the employer and the employee, which regulates the specific rights and obligations related to the employee's use of a vehicle for business purposes.
2. The reimbursement of the costs of using a vehicle for business purposes is made in the form of a monthly lump sum.
3. The template of the civil law agreement is contained in Attachment No. 1 to the Ordinance.
4. Records of agreements referred to in section 1 are kept by the Chancellor's Secretariat.

**§ 2**

***Employee use of a non-employer-owned vehicle for business trips on the territory of the country***

1. The basis for reimbursement of the costs of using a vehicle for business purposes by an employee during business trips on the territory of the country, outside the place where the employer's registered seat is located, or outside the employee's permanent workplace place, is the employer's consent to using this type of transport. This consent is expressed by the employer's approval of the business trip order.
2. The reimbursement of the costs of using a vehicle for business purposes is made in the amount of the product of the number of kilometres covered and the mileage rate for 1 km, based on the mileage record of the vehicle used for business purposes.
3. The template of the vehicle mileage record is contained in Attachment No. 2 to the Ordinance.
4. Keeping a written record of mileage of a vehicle used for business purposes is not required in the case of settling a business trip using the Electronic Document Flow System (EOD), in which the record of mileage of a vehicle for business purposes is automatically generated on the basis of data entered during the settlement process of a business trip.

**§ 3**

1. The mileage rate for 1 km of distance covered by a vehicle for business purposes is set in the amount equal to the rate specified in § 2 of the Regulation of the Minister of Infrastructure of 25 March 2002 on

the conditions for determining and the method of reimbursing the costs of using non-employer-owned cars, motorcycles and mopeds for business purposes (Journal of Laws of 2002, No. 27, item 271, as amended).

2. In the case of dues paid for the time when work-related duties are not performed, if these dues are reimbursed by other units, in particular in connection with participation in Ph.D. dissertation defences or participation in committee meetings, the rate for 1 km covered may be lower than specified in section 1, in accordance with the regulations in force in these units.
3. Until a separate rate has been specified in legal provisions, in the case of using an electric vehicle for business purposes, the rate for 1 km covered is equivalent to the lowest rate specified in the regulation referred to in section 1 for cars.

#### § 4

1. Ordinance No. 1 of the Rector of Poznan University of Technology of 27 January 2017 (RO/II/1/2017) on the rules for using non-employer-owned cars for business purposes is repealed.
2. Agreements for employee use of a non-employer-owned vehicle for local business travel concluded on the basis of the provisions of the previously applicable ordinance will remain in force until they expire or have been amended.

#### § 5

The Ordinance enters into force on the day of signing.

The original signed by

Rector  
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.