

Agreement

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

On (date) in Poznań, the following Agreement was concluded between:
Poznan University of Technology, registered seat in Poznań, pl. M. Skłodowskiej-Curie 5, NIP (Tax Identification Number) 7770003699, REGON (National Official Business Register) 000001608, represented by:

.....
countersigned by
hereinafter referred to as the "Employer"

and

.....
residing at
PESEL (Personal Identification Number)
hereinafter referred to as the "Employee"

§ 1

1. The Employee declares that he/she will use the vehicle (vehicle make), registration number, engine capacity..... for local business travel under the conditions specified in the present Agreement.
2. The Employee declares that he/she has the legal title to use the vehicle referred to in section 1.
3. In the event of a change of the vehicle used for business purposes, the Employee is obliged to promptly notify the Employer. The change of a vehicle requires the conclusion of an annex to this Agreement.

§ 2

1. The Employer agrees to the Employee's use of the vehicle referred to in § 1 for business purposes.
2. The Employer undertakes to settle the costs of using the vehicle in the form of a monthly lump sum.
3. The Employer sets a monthly mileage limit of km.
4. The rate for 1 km of mileage 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).

§ 3

1. The Employer will reimburse the costs of using the vehicle in the amount of the product of the monthly mileage limit of the 1 km rate reduced by one twenty second for each working day of the Employee's absence from work due to illness, leave, business trip lasting at least 8 hours or other absence and for each working day in which the Employee did not have at his/her disposal the vehicle for business purposes.
2. The Employer will reimburse the costs of using the vehicle by bank transfer, including remuneration, after the Employee has submitted, via the Electronic Document Flow System, a statement containing vehicle data (engine capacity, vehicle make, registration number) and the number of days of absence from work in a given month due to illness, leave, business trip or other absence, as well as the number of days when the Employee

did not have at his/her disposal the vehicle for business purposes.

3. The Employee is obliged to submit the statement referred to in section 2 within 10 days after the end of the month to which it relates.

§ 4

1. The Agreement is concluded for (an indefinite period of time / from to.....).
2. The Agreement may be terminated at any time in the form of a unilateral written statement.
3. The Agreement is terminated upon the end of the employment relationship, i.e. termination of the employment contract concluded between the Employer and the Employee.

§ 5

1. The Employer will not be liable for any damage arising from the Employee's use of the vehicle referred to in § 1 for the purposes set out in the present Agreement.
2. The Employee declares that the vehicle is covered by a valid mandatory third-party liability insurance (OC) and has a valid MOT certificate.

§ 6

1. The Employee agrees to the processing of his/her personal data contained in this Agreement for the purposes related to the execution of this Agreement.
2. In matters not covered by this Agreement, the provisions of the Polish Civil Code are applicable.

§ 7

Any amendments to this Agreement will be made in writing or else will be rendered null and void.

§ 8

The Agreement has been drawn up in 3 identical copies, 2 copies for the Employer and 1 copy for the Employee.

.....
Employee

.....
Employer