

WARSAW UNIVERSITY OF TECHNOLOGY  
Regulation No. 82/2020  
of the Rector of the Warsaw University of Technology  
of 25 September 2020

on trips abroad of employees, doctoral students, students and persons performing tasks under civil-law agreements at the Warsaw University of Technology

Pursuant to Article 23 section 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2020 item 85, as amended) and in connection with the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts employees of state-owned or self-governmental units of the public sector are entitled to on account of a business trip (Journal of Laws of 2013 item 167) and the Regulation of the Minister of Infrastructure of 25 March 2002 on terms of calculating or reimbursing expenses related to utilizing cars, motorcycles and mopeds non-owned by the employer (Journal of Laws of 2002 item 271, as amended), it is resolved as follows:

**General provisions**

§ 1

A trip abroad shall take place at the time and place specified by the Warsaw University of Technology and shall be:

- 1) a business trip of employees as described in Article 77<sup>5</sup> of the Labour Code, taken to perform professional duties.
- 2) a trip following the rules applicable to a business trip
  - a) for employees, students and doctoral students to implement WUT tasks, specifically to participate in conferences, trade fairs, exhibitions, competitions and contests,
  - b) for non-employees of WUT (including students and doctoral students), implementing tasks for WUT under civil-law agreements provided that the trip is required by these tasks.

§ 2

1. Decisions on a trip abroad shall be taken:
  - 1) by the Rector – for vice-rectors, heads of basic organisational units, directors of university-wide organisational units, heads and employees of central administration units reporting directly to the Rector, and for the Chancellor.
  - 2) by the head of a basic organisational unit – for students, doctoral students, employees and persons performing tasks for WUT under civil-law agreements implemented in this unit.
  - 3) by the director of a university-wide organisational unit – for students, doctoral students, employees and persons performing tasks for WUT under civil-law agreements implemented in this unit.
  - 4) by the Chancellor – for employees and persons performing tasks for WUT under civil-law agreements in organizational units of central administration reporting directly to the Chancellor.
  - 5) by the Bursar – for employees of organizational units of central administration reporting directly to the Chancellor.
2. The Rector may take a decision described in section 1 for persons other than those listed in section 1 item 1.
3. The decision described in section 2 shall be taken after the assessment of the application by the head of an organisational unit.
4. The decision on a trip abroad shall be preceded each time by a meticulous analysis of the purpose and financial possibilities of the University and organisational unit.

**Benefits due on account of a business trip**

### § 3

1. An employee travelling on business abroad is entitled to the following benefits, subject to section 4:
  - 1) daily allowances,
  - 2) reimbursement of expenses incurred for
    - a) travel,
    - b) local public transport fares,
    - c) accommodation,
    - d) other necessary and documented expenses specified by or considered necessary by persons taking decisions on a trip abroad proportionally to the justified needs.
2. The scope, kind and sum of benefits described in section 1 shall be defined in the application for a trip abroad, constituting Appendix No. 1 to this Regulation.
3. The sum of assigned benefits shall be no higher than the amounts specified by the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts employees of state-owned or self-governmental units of the public sector are entitled to, hereinafter referred to as “MPiPS Regulation”.
4. It is possible to take a decision by the persons listed in § 2 section 1 on partial financing of a business trip up to the amount specified in the application, following written employee’s consent in a statement constituting Appendix No. 2 to this Regulation.

### § 4

1. A business travel allowance is assigned to pay for food, drink and other minor expenses.
2. The allowance rates shall comply with benchmark scale rates for a given destination abroad, in accordance with the MPiPS Regulation. For a business trip abroad to two or more countries, destinations shall be those listed in the application.
3. Allowances due shall be calculated as follows:
  - 1) full daily allowance per every day of a trip abroad,
  - 2) for a trip abroad shorter than 24 hours:
    - a) up to 8 hours – one third of the daily allowance,
    - b) more than 8 to 12 hours – 50% of the daily allowance,
    - c) more than 12 hours – a full daily allowance.
4. An employee offered a full-board meal plan during the trip abroad is entitled to 25% of the daily allowance specified in section 2.
5. The cost of free daily meals shall be extracted from the daily allowance, assuming each meal amounts to:
  - 1) breakfast -15% of the daily allowance,
  - 2) lunch -30% of the daily allowance,
  - 3) dinner -30% of the daily allowance, respectively.
6. In the case of full-board hotel accommodation, provisions of section 5 shall apply.
7. If meals (breakfast) are charged extra by a hotel, a hotel in which an employee stayed shall issue a statement or another document confirming that breakfast is not included.

8. An employee receiving a meal allowance during a business trip is not entitled to a daily allowance. If the meal allowance is lower than the daily allowance, an employee shall be paid the difference.
9. An employee is entitled to 25% of the daily allowance per each day (24 hours) in a hospital or health centre during their trip abroad.

#### § 5

1. An employee is entitled to reimbursement of travel expenses in the amount specified in tickets or invoices, including the price of the ticket and additional fees
  - 1) for economy plane tickets,
  - 2) for second-class train tickets (with reserved seats or in a sleeper).
2. When justified, with the consent of the person described in § 2 section 1, it is possible to travel by means of transport of a higher standard than described in section 1.
3. Tickets for international public transport shall be booked and purchased by the Centre for International Cooperation (CWM) based upon the request constituting Appendix No. 3 to this Regulation, following the details agreed with the travelling person, at a travel agent selected in a public procurement procedure.
4. Upon the employee's request, persons described in § 2 section 1 may consent to travel in a car non-owned by WUT.
5. Consent to travel abroad in a car non-owned by WUT may be granted only in justified cases, specifically:
  - 1) when a few WUT employees travel,
  - 2) for transport of research equipment and instruments,
  - 3) when no international connections are available,
  - 4) when no tickets are available on specific days.
6. A necessary condition for the reimbursement of expenses incurred in conjunction with a trip in a car non-owned by WUT shall be:
  - 1) a civil-law agreement concluded with the travelling person in compliance with the template in the Rector's Regulation on the principles and manner of reimbursement of expenses related to travelling by private vehicles for business purposes at the Warsaw University of Technology,
  - 2) a vehicle mileage logbook prepared in compliance with a template in Appendix No. 4 to this Regulation.
7. Expenses incurred in conjunction with a business trip in a car non-owned by WUT shall be no higher than the distance in kilometres multiplied by the rate per kilometre of the vehicle mileage.
8. Rate per kilometre of the vehicle mileage, as described in section 7, shall be estimated in compliance with the Regulation of the Minister of Infrastructure of 25 March 2002 on terms and conditions of establishing and manner of reimbursement of expenses related to using cars, motorcycles and mopeds for business purposes and non-owned by the employer.

#### § 6

1. An employee is entitled to a lump sum to cover expenses of a return trip to a rail and bus station, airport and seaport in the amount of a single daily allowance for a destination abroad or any other place abroad in which the employee has stayed.
2. If travel expenses described in section 1 involve a one-way journey only, an employee is entitled to a lump sum amounting to 50% of the daily allowance.
3. To pay for local transport fares, an employee is entitled to a lump sum of 10% of daily allowance per every started day of stay during a trip abroad.
4. An employee is not entitled to lump sums described in sections 1-3 if:
  - 1) they travel abroad in a company-owned, private or hired car,
  - 2) they get free transport,
  - 3) they do not pay the sums for which the aforementioned lump sums are allocated.

## § 7

1. An employee may claim expenses for accommodation during a business trip abroad based on the receipt according to the rates specified for individual countries, in compliance with the MPiPS Regulation.
2. If an employee fails to produce the receipt for accommodation, they are entitled to a lump sum amounting to 25% of the rate described in section 1. The lump sum does not apply to the journey time.
3. When justified, persons listed in § 2 section 1 may consent to the reimbursement of accommodation, confirmed by a receipt, exceeding the amount specified in section 1.
4. Provisions of sections 1-2 shall not apply if the Warsaw University of Technology or a foreign party offers free accommodation for persons travelling abroad.

## § 8

1. Other necessary expenses related to a business trip abroad mentioned in § 3 section 1 item 2 point d) may apply to:
  - 1) admission fees to a trade fair,
  - 2) visa fees,
  - 3) luggage fees,
  - 4) toll roads and motorways,
  - 5) parking fees in paid car parks,
  - 6) parking slot fee,
  - 7) excess luggage fee,
  - 8) car rental fee to transport research instruments, for example,
  - 9) cost of an insurance policy purchased by WUT.
2. When justified and upon the request of an employee, the Rector may agree to cover other expenses not listed in section 1.

## § 9

1. Employees may receive benefits equal to the amount due on account of a business trip when travelling abroad following the rules applicable to a business trip (e.g. travelling to participate in training or a conference).
2. Students and doctoral students leaving abroad to perform tasks assigned by the University, i.e. to participate in conferences, competitions or contests, may receive benefits described in § 3 section 1 in an amount equal to the amount due for employee business trips.
3. A person working under a civil-law agreement for WUT and travelling following the rules applicable to a business trip may receive benefits described in § 3 section 1, provided the trip is required by the task implemented to the benefit of the University and the contract contains provisions on the reimbursement of travelling expenses.

## § 10

For travelling abroad involving a transfer in the home country, regulations for travelling at home shall apply.

## **Reimbursement of travelling expenses abroad**

### § 11

1. A person travelling abroad shall receive an advance payment in a foreign currency to cover necessary travel expenses, equal to the amount of initially calculated travel costs, and compliant with the submitted travel application.
2. With the travelling person's consent, an advance payment may be paid in Polish zlotys in the amount equal to the due advance payment in a foreign currency, converted according to an average exchange rate of foreign currency per Polish zloty on the payment day according to the National Bank of Poland.
3. Advance payment in a foreign currency may be collected at the cash desk of the bank providing services for WUT or transferred to the account indicated in the request for advance payment transfer, which constitutes Appendix No. 5 to this Regulation.
4. Advance payment in Polish currency shall be transferred solely to a bank account indicated in the request described in section 3.

5. When justified, upon the travelling person's request and with the consent of the head of the organisational unit and the Bursar, an advance payment may be paid before the date specified in the instruction on the circulation of international travel documents, which is Appendix No. 6 to this Regulation.

## § 12

1. A person travelling abroad shall claim travel expenses within 14 days of travel completion, in compliance with the template in Appendix No. 7 to this Regulation.
2. Expenses can be claimed based on accounting evidence including invoices, receipts or tickets, excluding daily allowances and expenses under a lump sum.
3. For international travel expenses financed by structural funds or other international collaboration funds, and if guidelines of programmes under which travel occurs require additional accounting documents, e.g. boarding passes, the travelling person shall attach such documents to their travel expenses claim form.
4. Costs of car rentals shall be claimed based on a rental invoice, documents confirming purchasing petrol and car mileage logbook form, in compliance with the template in Appendix No. 8 to this Regulation.
5. If presenting the documents mentioned in sections 2 and 3 is impossible, the travelling person shall submit a declaration on the incurred expenses and reason for lack of supporting documents in compliance with the template in Appendix No. 9 to this Regulation.
6. If the travelling person receives advance payment in a foreign currency, international travel expenses can be claimed according to an exchange rate estimated for the advance payment, i.e. according to the selling bank rate if the payment is made from a PLN account or according to the NBP average exchange rate on the day prior to the payment if the payment is made from a foreign currency account.
7. Return of unused advanced payment in a foreign currency shall be calculated according to the exchange rate used for paid currency, i.e. according to the buying bank rate.
8. If travel expenses exceed the amount of the advanced payment, the difference in a foreign currency shall be calculated according to the selling bank rate on the day of payment of foreign currency to the travelling person if the payment is made from a PLN account or according to the NBP average exchange rate on the day prior to payment if the payment is made from a foreign currency account.
9. Evaluation principles specified in section 8 shall apply if the travelling person has not received an advance payment and travel expenses are reimbursed in a foreign currency.
10. If travelling expenses are incurred in a currency different from the paid advance payment, expenses are calculated according to the average NBP exchange rate on the day of advance payment.
11. If the travelling person does not receive an advance payment to cover hotel fees or other expenses and pays for expenses using their PLN payment card, travel expenses shall be claimed in the amount which the travelling person paid.
12. Additionally, the person travelling abroad shall attach a bank confirmation of payment to the travel expenses claim form.
13. If other travel expenses are reimbursed in Polish zloty, the average NBP exchange rate on the day prior to payment day shall be used to calculate the expenses.
14. If travel expenses are paid with a University payment card, travel expenses shall be calculated at the selling bank exchange rate for PLN accounts or the average NBP exchange rate on the day prior to charging the foreign currency account.

15. If advance payments are not settled by a date specified in section 1, any advance payments received for a trip abroad shall be deducted from the salary following the principles of the Labour Code, in compliance with a declaration included in the application for a trip abroad.

§ 13

A written report shall be the basic substantive form of settling a trip abroad, which shall be submitted within 14 days of completing the trip to the person taking the decision on a trip abroad.

§ 14

1. If a trip abroad does not take place, an applicant shall submit to the head of the organisational unit a declaration containing an explanation of the reason for trip cancellation, information on the return of advance payments made by WUT (e.g. hotel charges, conference fees) and shall return the received advance payment and tickets purchased by WUT (if printed out).
2. The head of the basic organisational unit shall take a decision on financing the expenses incurred so far.

**Final provisions**

§ 15

This Regulation shall also apply to trips abroad funded by external sources under programmes, projects, contracts and international and national agreements unless regulations provide otherwise.

§ 16

Regulation No. 8/2018 of the WUT Rector of 19 March 2018 on trips abroad of employees, doctoral students, students and persons working under civil-law agreement at the Warsaw University of Technology shall expire.

§ 17

This Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba

<b>WARSAW UNIVERSITY OF TECHNOLOGY</b>		<b>APPROVED WITH REGARD TO FORMAL REQUIREMENTS</b>
<b>APPLICATION FOR A FOREIGN TRIP (WWZ)</b>		
SAP number of the trip	XYRRNNNNN	..... Date SIGNATURE OF CWM EMPLOYEE
<input type="checkbox"/> <b>BUSINESS TRIP</b> ..... <input type="checkbox"/> <b>TRIP FOLLOWING THE RULES APPLICABLE TO BUSINESS TRIPS</b>		

EMPLOYEE  PHD STUDENT  STUDENT  ANOTHER PERSON (party to a civil-law agreement)

.....

Civil-law agreement number

<b>A</b>	<b>PERSON TRAVELLING ABROAD</b>	<b>Name and surname:</b>		
	PESEL:	Academic title and degree	Position	e-mail address
Place of employment/study (Faculty, Unit)				Contact phone numbers

<b>B INFORMATION ON THE TRIP</b>					
Country	1. 2.	Place	1. 2.	Name of the inviting institution	1. 2.
<b>Period of the foreign trip</b>			from:	to:	
<b>The foreign party/institution outside of WUT*</b>					
<input type="checkbox"/> covers the benefits (please list): <input type="checkbox"/> does not cover any benefits					

<b>C OBLIGATION/STATEMENT</b>	
I undertake to settle the costs of the trip within 14 days as of its end. I declare that I shall submit a written report on my trip within 14 days as of the end of the trip. I declare that if I do not settle the advance payment within 14 days as of the end of the trip, I consent to have the full amount of the advance payment deducted from my remuneration.	
..... date and signature of the person travelling abroad	

<b>D LIST OF BENEFITS</b>						
No.	Type of benefit	Number of benefits	Value of 1 benefit	Total	Maximum amount for the trip	Accounting distribution of costs
1	Maintenance allowance					
2	Travel allowance					
3	Transport allowance – 10%					
4	Maximum hotel allowance					
5	Conference fee					
7	Insurance					
8	Other expenses					
9	Travel to destination: Means of transport:					
Bursar/Bursar's proxy		Project head			Unit head (fund administrator)	

<b>E</b>	<b>DECISION</b>
	<p>The purpose of the trip is directly connected with the University's tasks. I accept the purpose of the trip, benefits awarded and period of the foreign trip.</p> <p>..... .....</p> <p>DATE AND SIGNATURE OF THE HEAD OF THE PERSON TRAVELLING ABROAD      DATE AND SIGNATURE OF THE PERSON TAKING THE DECISION</p>

<b>F</b>	<b>APPLICATION FOR AN ADVANCE PAYMENT IN ACCORDANCE WITH SECTION 'D' AND ITS COLLECTION</b>
	<p>Collection of the benefit</p> <p><input type="checkbox"/> cash:..... ..... Name and surname of the person picking up cash      Passport/ID number      PESEL NO.</p> <p><input type="checkbox"/> transfer to the bank account number given in the request for an advance payment</p> <p>..... DATE AND SIGNATURE OF THE PERSON TRAVELLING ABROAD</p>

\*delete as applicable

The person travelling abroad completes clearly sections marked with letters **A, B, C, D, F**

**The application** is completed by persons travelling abroad for the following purposes, e.g.:

- 1) participation in international scientific events (conferences, congresses, sessions, etc.),
- 2) participation in meetings of international authorities and committees,
- 3) participation in meetings of working groups,
- 4) visits to international exhibitions and fairs,
- 5) transport of research devices and apparatus,
- 6) organisational trips (signing agreements, participation in celebrations at cooperating universities),
- 7) participation in fairs, exhibitions, competitions.

To the referral, the following should be attached:

- 1) invitation from the foreign institution or full information about the conference,
- 2) information on the scope of funding of benefits by an institution other than WUT,
- 3) if the conference fee must be paid, a document to the WUT Bursary requesting the payment of the fee to the account provided by the conference organisers,
- 4) request for international transport tickets,
- 5) visa forms, photographs and a valid passport – for trips to countries that require a visa,
- 6) statement on partial coverage of the costs of the trip,
- 7) copy of an agreement on using a private vehicle for business purposes.

Warsaw, ..... (date)

.....  
*Name and surname*

.....  
*Address*

**Declaration**

I hereby agree to receive partial reimbursement of travelling expenses from the Warsaw University of Technology for a trip to ..... aiming to ..... scheduled from ..... to ..... up to the amount specified in the request.

.....  
signature of the travelling person

## TICKET REQUEST FORM

Warsaw, .....(date)

NAME/NAMES AND SURNAMES: .....

mobile: .....

e-mail: .....

Passport data (required for intercontinental flights):

Serial number and passport number .....

Passport expiry date .....

**CWM PW**  
in lieu of

In connection with a business trip to:.....

I kindly request the purchase of the following tickets:

Airplane

Luggage:

hand

checked-in

Rail

Ferry

Bus

Departure date:

Return date:

Comments:

.....  
signature of the travelling/requesting person

(stamp of organisational unit)

Number of civil-law agreement:.....  
 Name and surname:.....  
 Address:.....  
 Vehicle registration number:.....  
 Engine capacity (cm3):.....

.....  
 CITY DATE

**VEHICLE MILEAGE LOG BOOK DURING A TRIP ABROAD**

No.	departure date (yyyy-mm-dd)	description of route (from – to)	Departure purpose	Number of actually travelled kilometres	Rate per 1 km zł.gr	Value (5x6) zł.gr	Accounting distribution of costs
1	2	3	4	5	6	7	9
1							
2							
3							
4							
5							
6							

.....  
 signature of the travelling person

I confirm compliance with the application for a trip abroad

Departure SAP number .....

.....  
 CWM employee Project head Bursar's proxy

Head of organisational unit (fund administrator)



## **INSTRUCTION ON THE CIRCULATION OF DOCUMENTS REGARDING A TRIP ABROAD**

### **General provisions**

#### **§ 1**

1. This Instruction defines the principles for circulation and dates for submitting documents regarding a trip abroad of employees, students, doctoral students and other persons.
2. As used in this Instruction, the terms below shall have the following meanings ascribed to them:
  - 1) CWM – Centre for International Cooperation,
  - 2) DKK – Accounting Department,
  - 3) Application – Application for a trip abroad (template in Appendix No. 1 to this Regulation),
  - 4) travelling person – persons described in § 1 of the Regulation,
  - 5) scheduled date of a trip abroad shall mean the commencement and completion of a trip aiming to implement professional tasks or other WUT tasks.

### **Principles for preparing travel documents**

#### **§ 2**

1. The travelling person shall download a form - **Application for a trip abroad (Application template WWZ)** from [www.cwm.pw.edu.pl](http://www.cwm.pw.edu.pl).
2. The travelling person shall fill out sections A, B, C, D and F.
3. The travelling person shall attach the following to the application:
  - 1) an invitation from a foreign institution or another document containing information on:
    - a) the purpose of a trip,
    - b) the scope of financing benefits by an institution different than WUT,
    - c) scheduled trip dates.
  - 2) documents serving as a basis for pre-payment, i.e. request for money transfer abroad (Form DKD-2), and source documents on the expense details attached to it, i.e. participation in a conference form with the front page, pro forma invoice, and specified fees required by the conference organiser.
  - 3) for trips to countries requiring visas for Polish citizens – completed visa forms, photos, valid passport.
  - 4) for requests for an advance payment to a bank account, as in section F of WWZ Application – request for advance payment transfer – Appendix No. 5 to the Regulation.
  - 5) request for tickets for international transport - Appendix No. 3 to the Regulation.
4. The travelling person shall prepare in agreement with the person administering the funds covering travelling expenses, a proposal for the scope of awarded benefits including the specification of the source of funding, in compliance with the Regulation.
5. The scope of awarded benefits shall be approved by signature on the application by:
  - 1) the head of the project (if travelling expenses are covered by funds awarded for the project implementation),
  - 2) the Bursar's proxy,
  - 3) the person administering funds (the head of the organisational unit).
6. Decision on the trip abroad shall be taken by persons described in § 2 section 1 of the Regulation, upon receiving an approval of the application by the head of the organisational unit of the travelling person.
7. Apart from documents mentioned in section 3, a copy of an agreement on using a private vehicle for business purposes shall be attached to the application (in the cases specified in § 5 section 6 of the Regulation).
8. The approved application shall be registered in SAP\_FI by the Bursar's proxy.

## Dealing with trip formalities

### § 3

1. An approved application (WWZ) including the required attachments shall be transferred to CWM by the travelling person or a person they have authorised to do so at least 14 days in advance of the planned trip, or the day of pre-payment. For countries requiring a visa, the travelling person shall include the visa waiting time.
2. In the event of failure to meet the deadline specified in section 1, DKK and CWM shall not guarantee meeting deadlines and shall bear no responsibility for losses resulting from delayed payments.
3. CWM shall register and formally control the submitted request including the attached documents in terms of their compliance with the regulations applicable at WUT.
4. CWM shall transfer the original of the request and source documents to the Section of International Programmes and Foreign Currency Service of DKK within less than 3 working days of receiving the request. Moreover, a prepayment shall be made – a request for money transfer abroad, in compliance with the template of DKD-2 form, specified in the Instruction on preparation, control, circulation and storage of accounting evidence at the Warsaw University of Technology, constituting Appendix No. 1 to Regulation No. 30 of the WUT Rector of 12 June 2007. A copy of the approved request shall be stored in CWM files.
5. DKK shall conduct the requested transfer within 3 working days of receiving a complete set of documents.
6. Upon the request of an organisational unit covering travelling expenses, DKK shall transfer confirmation of receiving a request for money transfer by the bank.
7. Actions of the Section of International Programmes and Foreign Currency Service of DKK connected with paying an advance payment for covering travelling expenses abroad shall be specified in item 1.2.1. of the Instruction on preparation, control, circulation and storage of accounting evidence at the Warsaw University of Technology, constituting Appendix No. ... to Regulation No. ... of the WUT Rector of ..... 2020.
8. The travelling person or person they have authorised shall collect/receive 4 days before the departure the following:
  - 1) at CWM:
    - a) booked tickets, confirmation of stay abroad,
    - b) a passport with awarded visas, if required,
  - 2) advance payment in cash in a foreign currency at Bank PEKAO S.A. IV O. ul. Noakowskiego 18/20,
  - 3) transfer of advance payment in a foreign currency or PLN to an indicated bank account.

## Settlement of travelling expenses

### § 4

1. After returning from a trip abroad, the travelling person shall submit a written report to a person taking a decision on a trip abroad within 14 days of completing the journey.
2. The travelling person shall settle travelling expenses within 14 days of completing the trip, using a form of Travelling Expenses Settlement constituting Appendix No. 7 to the Regulation with the assistance of an employee of Section of International Programme and Foreign Currency Service of DKK in preparing a list of travelling expenses.
3. Travelling expenses shall be settled based on:
  - 1) an approved request.
  - 2) documents, specifically, receipts, invoices, and tickets confirming individual expenses. This shall not apply to daily allowances or expenses under lump sums.
  - 3) for trips abroad in an own car, a Mileage Log Book Form completed by the travelling person, constituting Appendix No. 4 to the Regulation and agreement for using a private car for business purposes.
  - 4) in the event of the increased cost of car rental, a completed Settlement of Car Rental Expenses form, constituting Appendix No. 8 to the Regulation.

4. If receiving an invoice, receipt or ticket is impossible, the travelling person shall submit a written declaration on the incurred expenses and the reasons for the lack of supporting documents (Appendix No. 9 to the Regulation).
5. An employee of the Section of International Programmes and Foreign Currency Service of DKK shall verify the attached documents and confirm with a signature the compliance of expenses included in the settlement with the applicable laws on settlement of trips abroad.
6. Amount due to WUT on account of the settlement of advance payment in cash in a foreign currency shall be paid by the travelling person into Bank PEKAO S.A. IV O. ul. Noakowskiego 18/20, which provides services to WUT. The transfer reference shall include SAP number of the travel assignment.
7. The verified settlement of travelling expenses abroad, including a confirmation of payment, shall be forwarded by the travelling person to the Bursar's proxy in the organisational unit.
8. The settlement of travelling expenses abroad including the attached source documents
  - 1) shall be checked:
    - a) in terms of substantive content by the head of the project or head of the organisational unit for which the trip abroad was conducted.
    - b) in formal and accounting terms by the Bursar's proxy.
  - 2) shall be approved by the head of organizational unit (funds administrator).
  - 3) shall be distributed by the Bursar's proxy in compliance with the institutional plan of accounts including the sources of funding.
9. An approved settlement of travelling expenses abroad shall be forwarded by the unit to the Section of International Programmes and Foreign Currency Service of DKK within 7 days of the verification described in section 5 (date of settlement).
10. Actions related to accounting settlement of a trip abroad are defined in the Instruction on preparation, control, circulation and storage of accounting evidence at the Warsaw University of Technology.
11. If the trip does not happen:
  - 1) The travelling person:
    - a) shall submit a declaration on the reasons for cancelling the trip to the head of the organisational unit.
    - b) shall return tickets to CWM.
    - c) shall return the received advance payment to the bank cash desk.
    - d) shall submit a settlement of incurred expenses to the Section of International Programmes and Foreign Currency Service of DKK.
  - 2) The head of organisational unit shall forward:
    - a) the information on trip cancellation to CWM.
    - b) the information on covering the incurred expenses to the Section of International Programmes and Foreign Currency Service of DKK.

**SETTLEMENT OF TRAVELLING EXPENSES ABROAD SAP number of the trip .....**

NAME AND SURNAME .....

BANK ACCOUNT NUMBER (shall apply to item 14 of List of Expenses)  
.....

COUNTRY (COUNTRIES) VISITED .....

MEANS OF TRANSPORT:  PLANE,  CAR,  TRAIN,  SHIP (FERRY),  COACH, \*

PERIOD OF TRIP ABROAD **	From		To		NUMBER OF DAYS
	DATE	TIME	DATE	TIME	
<b>TOTAL</b>					
including: .....					

**LIST OF EXPENSES IN A FOREIGN CURRENCY**

TYPE OF EXPENSE	NUMBER OF DAYS	VALUE OF BENEFIT	VALUE IN A FOREIGN CURRENCY		
			Currency		
1/ Daily allowance***					
2/					
3/					
4/ Hotel					
5/ Allowance for an outbound journey****					
6/ Allowance for public transport 10% *****					
7/ Conference fees					
8/					
9/ TOTAL EXPENSES					
10/ RECEIVED IN CASH AND CHEQUES					
11/EXPENSES IN CURRENCY OF ADVANCE PAYMENT AS CALCULATED FROM OTHER CURRENCIES:					
12/ TOTAL EXPENSES IN ADVANCE PAYMENT CURRENCY item 9+item 11					
13/ TO BE RETURNED BY TRAVELLING PERSON if (item10-item9)>0					
14/ TO BE PAID TO TRAVELLING PERSON if (item9-item10) >0					
Exchange rates for item 11					

Substantively checked

Payable from .....  
Element PSP/Request

.....  
date Project /Unit head

.....  
signature of travelling person

Compliance with applicable laws on settlement of travelling expenses abroad checked

Warsaw, ..... (date) .....  
signature of DKK-employee

APPROVED FOR THE AMOUNT OF .....  
in foreign currency in words

Element PSP/Request	KG Account	AMOUNT	Currency

.....  
Bursar / Bursar's proxy

.....  
Unit head (administrator of funds)

**ACCOUNTING CLEARANCE OF COST SUMMARY**

DATE OF RECEIVING ADVANCE PAYMENT	TYPE OF PAYMENT	EXCHANGE RATE	CURRENCY			EQUIVALENT IN PLN
1/ Total amount received in cash and cheques						
2/ Total expenses						
including on account of	travelling expenses					
	conference fees					
	VAT					
	other					
3/ Equivalent in PLN to the amount which the travelling person shall return calculated at selling rate as on the day of advance payment (item1 – item2 if > 0)						
4/ Payment into bank (item1 – item2 if > 0) (equivalent in PLN at buying rate as of the day of payment) exchange rate:						
Foreign currency:		PLN				
5/ Exchange rate difference (item3 – item4)						
6/ To be paid to travelling person (item2 – item1 if > 0)						
7/ To be recorded in books (item2 + item5)						

PREPARED BY

CHECKED IN ACCOUNTING TERMS

.....  
date signature of DKD employee

.....  
date head of DKD/authorized person

\* tick the appropriate box

\*\* journey time abroad is calculated for public transport journeys:

- 1) **on land** – from the moment of crossing the Polish border during an outbound journey till crossing the border during an inbound journey,
- 2) **by air** – from take-off during an outbound flight from the last domestic airport to landing in the first domestic airport during an inbound flight,
- 3) **by sea** – from the moment a ship (ferry) departs from a Polish harbour till a ship (ferry) enters a Polish harbour on the way back.

\*\*\* **daily maintenance allowance** is allocated for meals and other minor expenses and its amount per day is specified for individual countries in the appendix to the Regulation. A daily allowance shall amount to a value applicable in a destination. If employees are offered half-board accommodation abroad, the allowance shall be reduced by

- 1) 30% for lunch
- 2) 30% for dinner/supper
- 3) 15% for breakfast

\*\*\*\* **travelling allowance** is a lump sum to cover a journey to and from a rail and bus station, airport or seaport amounting to one allowance in a destination abroad and in any other place an employee stayed overnight.

\*\*\*\*\* **public transport allowance 10%** is a lump sum to cover the journeys by means of local transport amounting to 10% of the allowance for each started day of stay when travelling.

The following principles are regulated by the Ordinance of the Minister of Labour and Social Policy of 29 January 2013 (Journal of Laws of 2013, item 167)

Name and surname:

SAP number of the trip:

**SETTLEMENT OF CAR RENTAL COSTS**

**1. Mileage clearance:**

Country	Route from to	Number of kilometers	Fuel consumption	Value in foreign currency		
				Currency		
Total						

**2. Other costs:**

Type of expense	Value in foreign currency		
	Currency		
Cost of car rental			
Toll roads and motorways			
Parking fee for parking in a paid car park			
Fee for parking space			
Total			

**3. Total costs:**

Item 1 + item 2			
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.....  
signature of travelling person

.....  
Project head

.....  
Bursar's proxy

.....  
Unit head (administrator of funds)

