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| Stamp of the institute**Appendix No. 1** | Confirmation of the business stay (provide the date of arrival and departure and the number of nights with free accommodation or cheaper than the flat rate). Such notes should be provided with a stamp and signature. |
| **BUSINESS TRAVEL ASSIGNMENT No. ………..**at the request - invitation\*)No. ………….………………….……………………...dated …….……………………………………………..for ………………………………………………………..first name and surname……………………………………………………....function, service card No.to .....................................................for the period from …………………… to …………………..for the purpose of…………………………………………………………………………… |   |
| Means of transportation: |
| ……..… ………..……………………….……………………date signature of the person on assigned travel |

I apply for advance payment in the amount of PLN … in words ………….…

to cover the expenses according to the business travel assignment No. ……

 …………………………………….

 signature of the person on assigned travel

Approved for the amount of PLN … in words …………….…

|  |  |
| --- | --- |
| Account | Proof No. |
| Debit | Credit |   |

to be paid from the amounts ………………………………

|  |  |  |  |  |
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| Part | Section | Chapter | § | Item |
|   |   |   |   |   |

 ……….. ………………………..…………

 date signature of approvers

\* Delete as appropriate

|  |
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| **TRAVEL EXPENSES SETTLEMENT** |
| Departure\*\*) Specify the means of transportation, class, ticket type (free, reduced price, normal). For walking trips and traveling with the use of own means of transportation (moped, motorcycle, car) provide also the number of kilometres and a rate per km. | Arrival | Means of transportation \*\*) | Travel costs |
| Place | Date | Time | Place | Date | Time | zlotys | groszes |
|   |   |   |   |   |   |   |   |   |
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|   |   |   |   |   |   |   |   |   |
| The settlement has been verified with respect to formal and accounting correctness........... .......................date signaturefactual correctness, including confirmation of performance of the business travel assignment........... …........................date signature | Flat rate for local transportation |   |   |
| Documented local transportation |   |   |
| Travel and local transportation in total |   |   |
| Per diem allowances |   |   |
| Accommodation - flat rate |   |   |
| Accommodation as stated in receipts |   |   |
| Other expenses according to appendices |   |   |
|   |   |   |
| Approved for the amount of PLN ….… in words …………to be paid from the amounts … | In words |  | Total |  |   |
| ………….…Date | Part | Section | Chapter | § | Item | I attach as proof | Advance payment received |   |   |
|   |   |   |   |   | To be paid - returned\*) |   |   |
| …………………………………..signature of approvers | I hereby submit this settlement……….… …….…………………..date signature |
| I confirm reception of PLN ....… in words ………….......……….. …………... …….….………………………....date signature |

I received an advance payment in the amount of PLN .................... in words ............................................... and I agree to account for it within 14 days as of the end of the trip, authorizing at the same time the employer to deduct the amount of the advance payment not accounted for from my next salary.

|  |  |
| --- | --- |
| ……………………………………………………………………………………First name and surname of the person on assigned travel | ……………………………………………………………………………………Date and signature of the person on assigned travel |