**Appendix to Order No. 54**

**of 21 June 2013**

First name and surname................................................... **FORM "A"**

Organizational unit .................................... Application for

travel abroad

...........................................................................

Position .........................................................

 Rector

 of the University of Warmia and Mazury in Olsztyn

### TO BE COMPLETED BY THE TRAVELLER

**1**. ................................................................................................................................................................................ (address and place of permanent residence)

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**2**. ................................................................................................................................................................................

 *(ID card or passport number)*

**3**. ...............................................................................................................................................................................

 *PESEL (Personal ID No.)*

**4**. ...............................................................................................................................................................................

 *(country, destination (town), travel period, purpose)*

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**5**. ................................................................................................................................................................................

 *(name of the visited institution)*

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**6**. ................................................................................................................................................................................

 *(Justification of the trip. In case of a research conference, please attach the paper acceptance confirmation by the organizers)*

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*……………………………………………………………………………………………………………………………………*

*……………………………………………………………………………………………………………………………………*

**7**. ...............................................................................................................................................................................

 *(estimated travel costs in total - the sum of costs specified in points 8 and 9)*

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**8**. ................................................................................................................................................................................

*(source of financing travel costs: the inviting party, research projects, didactics, university budget – provide the number of the subject, own funds)*

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**9**. ...............................................................................................................................................................................

*(source of financing costs of stay: the inviting party, research projects, didactics, university budget –*

*provide the number of the subject, own funds)*

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**10**. I apply for / do not apply for\* being granted:

a) a paid training leave for the period from ……………………… to ………………………..

b) an unpaid training leave for the period from …………….…… to ………………………..

c) an unpaid leave for the period from ….……………...………... to ………………………..

**11**. I hereby apply for consent to use a private vehicle for travelling: yes / no\*.

The trip will be settled according to a rate per kilometre, price of train/bus tickets, the price of the cheapest airline ticket, up to the amount of ………….., own funds, not applicable\*. ...........................................................................

 *(date and signature)*

### TO BE COMPLETED BY SUPERVISORS OF THE TRAVELLER

**1**. Opinion of the immediate superior on the purposefulness of the trip and information on substitution for the employee in performance of his/her duties for the period of his/her travel abroad (including the responsibility for the entrusted property) ...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

……...........................................................................

 *(date and signature)*

**2**. The Dean's opinion ..…………..............................................................................................................................

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

 ...........................................................................

 *(date and signature)*

### TO BE COMPLETED BY THE BURSARY

**1**. Confirmation of the possibility of financing the trip ................................................................................................

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 ...........................................................................

 *(date and signature)*

### TO BE COMPLETED BY INTERNATIONAL RELATIONS OFFICE

**1**.Comments ...........................................................................................................................................................

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 ...........................................................................

 *(date and signature)*

### TO BE COMPLETED BY THE RECTOR

**1**. Rector's decision……………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

 ...........................................................................

 *(date and signature)*

### TO BE COMPLETED BY VICE-RECTOR FOR HUMAN RESOURCES

**1.** I hereby grant / do not grant \* :

a) a paid training leave for the period from ……………………… to ………………………..

b) an unpaid training leave for the period from …………………. to ………………………..

a) an unpaid leave for the period from ……………..…………… to ………………………..

 ...........................................................................

 *(date and signature)*

\*Underline as appropriate

**Please attach to the application any documents related to the planned travel abroad.**