**Order No. 54/2013**

**of the Rector of the University of Warmia and Mazury in Olsztyn**

**of 21 June 2013**

**on introducing a travel form applicable for business travel abroad in the University of Warmia and Mazury in Olsztyn**

**Acting pursuant to § 17 par. 7 of the Statute of the University of Warmia and Mazury in Olsztyn, it is hereby ordered as follows:**

**§ 1**

1. **The obligation to use a travel form (Form A) for travelling abroad, attached as an appendix herein, is hereby introduced.**
2. **The obligation to complete and submit a travel form applies to the following persons intending to travel abroad for business purposes:**
3. **employees of the University of Warmia and Mazury in Olsztyn,**
4. **students and doctoral candidates of the University of Warmia and Mazury in Olsztyn,**
5. **persons cooperating with the University of Warmia and Mazury in Olsztyn.**
6. **A completed travel form must be submitted at the International Relations Office at least 10 days before the planned trip.**
7. **Submitting a form without complying with the time limit referred to in Point 3 shall result in leaving the case unprocessed.**

**§ 2**

**The Order is effective as of the day of signing.**

**Rector**

***prof. dr hab. Ryszard J. GÓRECKI***