**Order No. 9/2014**

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

**of 12 February 2014**

**on principles concerning the calculation of amounts payable to employees of the University of Warmia and Mazury in Olsztyn for business travel and principles concerning reimbursement of travel expenses to students, doctoral candidates and persons cooperating with 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**

**The principles for calculating amounts payable to employees of the University of Warmia and Mazury in Olsztyn for business travel and principles concerning reimbursement of travel expenses to students, doctoral candidates and people cooperating with the University of Warmia and Mazury in Olsztyn are hereby introduced and attached as an appendix hereto.**

**§ 2**

 **The following orders are hereby repealed:**

1. **Order No. 11/2007 of the Rector of the University of Warmia and Mazury in Olsztyn of 19 March 2007 on principles concerning the calculation of amounts payable to employees of the University of Warmia and Mazury in Olsztyn for business travel in the territory of Poland,**
2. **Order No. 12/2011 of the Rector of the University of Warmia and Mazury in Olsztyn of 21 February 2011 on introducing a template agreement to be concluded with persons other than employees of the University of Warmia and Mazury in Olsztyn, performing tasks for the University that require travel.**

 **§ 3**

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

 **Rector**

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

**Appendix**

**to Order No. 9/2014**

**of the Rector of UWM in Olsztyn**

 **of 12 February 2014**

**Principles for calculating the amounts payable to employees
of the University of Warmia and Mazury in Olsztyn for business travel
and principles concerning reimbursement of travel expenses to students, doctoral candidates and persons cooperating with the University of Warmia and Mazury in Olsztyn**

**§ 1**

 Amounts payable for business travel are calculated pursuant to the following regulations:

1. Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts payable to employees employed in a state or local government public sector unit for travelling on business (Dz. U. of 2013, item 167),
2. Regulation of the Minister of Infrastructure of 25 March 2002 on conditions for calculating and the method of reimbursing costs of using cars, motorcycles and mopeds not owned by the employer for company purposes (Dz. U. No. 27, item 271 as amended).

**§ 2**

The following persons are entitled to obtain reimbursement for travel expenses related to performance of tasks for the University of Warmia and Mazury in Olsztyn:

* 1. employees
	2. students and doctoral candidates in case of:
1. representing student self-government, doctoral candidate self-government or another organization operating at the University.
2. performing tasks of student research groups,
3. carrying out research topics conducted at the University,
4. representing the University in other matters (e.g. promotion of the University, active participation in the conference);
	1. persons other than specified in point 2, who are not employees and who cooperate with the University under a contract for specific work, a mandate contract or another civil-law contract.

**§ 3**

1. The employee travels on business under the travel assignment signed by an authorized person.
2. The travel assignment should be legibly completed and should contain:
3. number,
4. data of the assigned employee,
5. destination of the business travel,
6. duration of the business travel,
7. purpose of the travel,
8. accepted means of transportation, class,
9. date of issue,
10. signature of a person authorized to incur obligation on behalf of the unit assigning the employee to travel,
11. source of financing the travel.

3. The travel assignment template is attached as **Appendix No. 1.**

**§ 4**

* 1. A person who is not an employee can apply for reimbursement of incurred travel expenses on the basis of the travel expense reimbursement agreement.
	2. The travel expense reimbursement agreement should be prepared in a legible manner and should contain:
1. number,
2. date of entering into the agreement,
3. data of the person representing the University and the number of authorization,
4. designation of the person on assigned travel (first name, surname), address, personal ID number (PESEL) or passport number in case of foreigners,
5. description of the task under which the trip is made, providing the source of financing,
6. duration of the travel,
7. purpose of the travel,
8. accepted means of transportation and class,
9. limit of funds intended for the travel.

3. Template travel expense reimbursement agreement is attached as **Appendix No. 2.**

**§ 5**

In case of travelling abroad, apart from documents specified in § 3 and § 4, it is required to submit, to the unit responsible for international relations, a travel form according to the template established under the currently effective order of the Rector.

**§ 6**

1. Organizational units are obliged to keep the “Register of business travel assignments”, according to the template provided in **Appendix No. 3** and the “Register of travel expense reimbursement agreements” according to the template provided in **Appendix No. 4.**
2. A uniform numbering of business travel assignments and travel expense reimbursement agreements according the following template is hereby introduced as follows:

**1/D** or **U/month/year/financial code**

 where:

1 – consecutive number in a given month

D – number of the business travel assignment

U – number of the travel expense reimbursement agreement

month – the month of issuing the travel assignment or signing the travel expense reimbursement agreement described with a Roman numeral (e.g. I, II, III, IV… .)

year – year of issuing a travel assignment or signing a travel expense reimbursement agreement

financial code – financial code of the organizational unit (chair, office, etc.).

1. If resigning from the business trip after issuing the travel assignment or signing the contract ordering performance of the task requiring travelling, this fact should be recorded in the proper register, by writing the word *“cancelled”* in the *“Comments*” column*.*

**§ 7**

In justified cases, business trips can be made by a car not owned by the University. The person assigning the trip (authorized officer) specifies the rate per kilometre of mileage, which cannot be higher than the value specified in regulations issued under Art. 34a. 2 of Road Transportation Act of 6 September 2001 (uniform text Dz. U. of 2013 item 1414 as amended).

**§ 8**

1. Amounts due for the business travel are paid after submission of the following documents by the traveller, within 14 days as of the end of the trip:
2. properly completed business travel assignment and statement of travel expenses in case of employees,
3. travel expense reimbursement agreement and calculation of travel expenses in case of students, doctoral candidates or cooperating persons,

and any documents confirming the expenses incurred: tickets, invoices for accommodation, paid conference or training fees, etc.

1. The fact of making the trip must be confirmed at the destination. In justified cases (travelling to undeveloped areas), the fact of reaching the destination is confirmed by the person assigning the trip, signing the business travel assignment or travel expense reimbursement agreement.
2. Daily allowances and flat rate for accommodation expenses are calculated on the basis of a declaration submitted by the travelling person specifying meals provided to him or her free of charge (breakfast, lunch, dinner) and free accommodation, according to the template attached as **Appendix No. 5.**
3. If consent is given for travelling by car not owned by the University, the traveller is entitled to reimbursement for travel expenses in the amount calculated as a product of the mileage and the rate per kilometre of mileage, as specified pursuant to § 7. The person settling the expenses completes a mileage log form according to the template attached as **Appendix No. 6.**
4. An employee, a doctoral candidate, a student or a person cooperating with the UWM in Olsztyn travelling abroad shall also submit a settlement, according to the template attached as **Appendix No. 7*.***
5. Travel expenses are reimbursed taking into account any reduced price applied by carriers, regardless of the basis of its application.
6. The amount due under to the travel expense reimbursement agreement is calculated on the basis of rates established for calculating amounts payable to the employees of the University for travelling on business, taking into account the limit of financial means allocated for the trip in the agreement.
7. Travel expenses and allowances are paid:
8. by transfer to the personal bank account,
9. in the cash office of the University upon presentation of an identity document.