Annex 8 to Ordinance 100/2021 of 22’nd September 2021

VEHICLE ROUTE RECORD

To business trip number ........................ of .................................

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position number** | **Day of departure** | **Registration number of vehicle** | **Engine capacity in cm3** | **Purpose of the trip** | **The route of departure from where-to where [[1]](#footnote-1)** | **Number of kilometres travelled** | **The rate for 1 km in PLN** | **value (7x8 column) in PLN** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |
|  | | | | | **Total** |  |  |  |

Signature of employee

Signature of the person stating the number of km (Procurement Department)

Signature of the settling person

1. The employee is obliged to make a business trip according to the shortest route to the place of business delegation and return to the place of residence. [↑](#footnote-ref-1)