Annex 4 to Ordinance 100/2021 of 22’nd September 2021
**Foreign trip settlement no. …………………………**

|  |  |
| --- | --- |
| Duration of the trip:Departure……………...time…………….Arrival…………….time………….....Target country and city: ………………………………………………………………….. | Duration of abroad stay:Departure from the country……………….time……………..\*Arrival to the country……….............time….………….\*\* for travel by air: the times of take-off and landing, respectively |
| A report on a trip lasting 30 days and shorter - if there is no space - fill in the content on the reverse of the page (a report on a trip lasting longer than 30 days is attached as Annex 5 to the Ordinance) |
|  Provided board: Full/ noBreakfast - ………………. (number of days)Lunch - ………………. (number of days)Dinner - ………………. (number of days) | I declare, that:1. **a) I have not** incurred costs related to travel **from / to the station / airport** in the destination city abroad
2. **b) I have not** incurred costs related to travel **by local means of transport** in the destination place abroad
 |
| I present the cost breakdown below :Date an signature of the departing person: …………………………………………………………………………………………………………………………………………………. |
| The execution of the referral abroad was checked in formal terms.........................................................................*date and signature of the authorized person* | I confirm the implementation of the referral of the trip abroad..................................................................................*date and signature of the Vice-Rector / Chancellor* |
|  Statement of costs in the Polish currency : | Statement of costs in the foreign currency : |
| No. | Specification | Quantity | Amount | Value | No. | Specification | Currency | Quantity | Amount | Value |
| 1. | Subsistence allowance |  |  |  | 1. | Subsistence allowance |  |  |  |  |
| 2. | Travel |  |  |  | 2. | Travel |  |  |  |  |
| 3. | Accommodation |  |  |  | 3. | Accommodation |  |  |  |  |
| 4. | Other |  |  |  | 4. | Lump sums |  |  |  |  |
|  | Total |  |  |  |  |  |
| 5. | Registration fee |  |  |  |  |
|  | 6. | Other expenses |  |  |  |  |
|  | Total |  |
| Settlement in Polish currency : | Settlement in foreign currency : |
| Name | Amount | Name | Amount |
| Advance: |  | Advance: |  |
| Means transferred by bank transfer: |  | Means transferred by bank transfer: |  |
| Means paid by cash: |  | Means paid by cash: |  |
| To be paid |  | To be paid |  |
| To be returned |  | To be returned |  |
| **Total for payment / refund:** |
| Checked in terms of formal and accounting ………………………………………. Date and signature | Confirmation of the settlement………………….………………………………………………………..Date and signatures of accepting parties |
| Paid |
|  Bank transfer on ……………………… Auto payout on ……………………………………..……………………………………………*Date and signature* | Received at the cash desk:Foreign currency…………………….Polish currency……………………. In words…………………………………………………..……………………………………………*Date and signature* |