Unified text of Order no. 21/13 of the Rector of the Medical University of Bialystok of 1/03/2013, taking into account the changes introduced by the Order no. 27/14 of the Rector of 2/04/2014, Order no. 44/16 of the Rector of 23/08/2016. and Order no. 56/16 of the Rector of 27/09/2016.

**Order No. 21/13**

**of the Rector of the Medical University of Białystok**

**of 01/03/2013**

**on domestic business trips of employees of the Medical University of Bialystok**

**and other domestic trips of academic teachers**

Based on Article. 775 § 2 of the Act of 26/06/1974 - the Labour Code (Journal of Laws of 2018, item 917) and the Order of the Minister of Labour and Social Policy of 29/01/2013 on Amounts Payable to an Employee of a State or Local Governmental Budgetary Unit for Official Travel (Journal of Laws of 2013, item 167), it is hereby ordered as follows:

**Chapter I Official Delegations**

§1

1. A business trip is performing a task determined by the University outside the employer's office where the employee's place of work is located, at the time and place specified in the business travel order.
2. The place of commencement and completion of the domestic journey is determined by the employer.

§2

A business trip is performing tasks:

1. directly related to the University's activity,
2. related to the implementation of scientific research (collection or transport of scientific material, scientific consultations related to the implementation of scientific and research works carried out by the University, etc.),
3. in other particularly justified cases where the submission of a business travel delegation is the condition for the reimbursement of the costs by the inviting institution.

§3

1. Employees go on business trips based on a business travel order.
2. The decision on a business travel order is made by:
	1. the Rector for Vice-Rectors, Deans, the Chancellor,
	2. Vice-Rectors in the scope of entrusted tasks,
	3. the Chancellor in all other cases.
3. In the absence of the proper Vice-Rector, the decision on a business travel order shall be made by the Rector or another authorized Vice-Rector.

§4

An employee may apply for a business travel order for the tasks specified in § 2, subject to confirmation of having sufficient funds to cover all costs related to said business travel order.

§5

1. The basis for issuing a business travel order within a delegation is submitting an application according to the template constituting Attachment 1 to this Order, at least 7 days prior to the date of departure.
2. Applications that are incomplete or submitted after the deadline will not be accepted for implementation.

§6

For the business trip carried out at the date and place specified by the University, the employee is entitled to:

1. daily subsistence allowance,
2. reimbursement of the costs of:
	1. travel,
	2. local transportation fares,
	3. accommodation,
	4. other necessary documented expenses, defined or recognized by the employer in accordance with justified needs.

§7

1. The daily subsistence allowance during the domestic trip is intended to cover increased food costs and amounts to PLN 30 per 24-hour period of travel.
2. The payment for the daily subsistence allowance is calculated for the time from the start of the journey (departure) to the return (arrival) after the performance of the official task, in the following way:
3. if the trip lasts no longer than 24 hours and amounts to:
	* 1. less than 8 hours - the subsistence allowance is not eligible,
		2. between 8 and 12 hours - 50% of the subsistence allowance is eligible,
		3. more than 12 hours - full subsistence allowance is eligible.
	1. if the trip lasts longer than 24 hours, full subsistence allowance is eligible for each 24-hour period, and for an incomplete but started 24-hour period started:
		1. up to 8 hours - 50% of the subsistence allowance is eligible,
		2. more than 8 hours - full subsistence allowance is eligible.
4. The subsistence allowance is not eligible:
	1. for the time of delegating to a place of permanent or temporary residence of the employee,
	2. if the employee was provided with free full board.
5. The amount of the subsistence allowance is reduced by the cost of free board provided, assuming that each meal represents accordingly:
	1. breakfast – 25% of the subsistence allowance,
	2. lunch/dinner – 50 % of the subsistence allowance,
	3. supper – 25% of the subsistence allowance.
6. In the case of an employee using a hotel service under which catering was provided, the provision of paragraph 4 shall apply accordingly.

§8

1. The means of transport appropriate for a business trip, as well as its type and class, are defined respectively by the Rector, Vice-Rectors, and the Chancellor.
2. Determining the mode of transport should be guided by the principle of rationalization of travel costs, the nature of travel, difficulty of the journey.
3. A business trip should take place on the shortest route and cannot be extended without any justified reasons.
4. The basic means of transport for a business trip is a second-class train, and in particularly justified cases - first class.
5. Reimbursement of travel costs in the amount documented with tickets or invoices includes the price of the transport fare, regardless of the title of the eligible discount.
6. A business trip by intercity car communication may take place if:
	1. there is no railway connection to the town or the connection is difficult,
	2. the cost of traveling by bus (minibus) is lower than the cost of the respective class train fare.
7. If the employer determines, at the justified request of the employee, an airplane as a means of transport for a business trip, the employee is entitled to reimbursement of travel costs up to the sum of the price of 2nd or 1st class train ticket.
8. In the case of journey by a more expensive means of transport than specified in the business trip order, the difference between the price of the fare used for travel and the price of the fare indicated in the business travel order is covered by the employee.
9. If the business trip takes place in a private car, the cost of using the passenger car will be reimbursed to the amount of kilometres travelled and the amount constituting 30% of the maximum rate for one kilometre of mileage, provided for in the Order of the Minister of Infrastructure on the conditions for determining and the manner of making refunds of costs of use for official purposes of passenger cars, motorcycles and motorbikes which are not the property of the employer (Journal of Laws of 2002, No. 27, item 271, as amended), subject to par. 10.
10. In cases of reimbursement of the costs of private car travel by external entities, the rules concerning the amount of the rate are to be applied in accordance with the regulation referred to in par. 9.
11. Reimbursement of travel costs by private car is based on the records of the vehicle mileage, according to the template constituting Attachment 2 to this Order, with the amount of travelled kilometres indicated in the records certified as true by an authorized employee of the Purchasing Department [Dział Zaopatrzenia].
12. The records of the vehicle mileage should be attached to the settlement of the delegation.
13. One cannot apply for the settlement of travel by private car for business purposes if the employee did not obtain consent before departure.
14. The Rector, the competent Vice-Rector or the Chancellor makes the decision about traveling in a company car.

§9

An employee who during the domestic trip has incurred other necessary expenses related to this trip recognized by the employer, is reimbursed in a documented amount.

§10

1. An employee is entitled to reimbursement for an overnight stay in a facility providing hotel services only upon presentation of an invoice up to PLN 350.
2. If in a destination of a business trip, it is not possible to use accommodation up to the amount specified in par. 1, the employee is entitled to reimbursement of accommodation costs to the amount of actually incurred costs.
3. An employee who has not been provided with free accommodation and who has not submitted an invoice is entitled to a lump sum for every night's lodging in the amount of 150% of the subsistence allowance.
4. The lump sum for an overnight stay is eligible if the stay lasts at least 6 hours between the hours of 9 p.m. and 7 a.m..
5. Reimbursement of accommodation costs or a lump sum for an overnight stay is not eligible for the travel time and in case the employer decides that it is possible for the employee to return to a permanent or temporary residence each day.

§11

1. The employee is entitled to a lump sum to cover the costs of traveling by local means of transport for each 24-hour period of the business trip commenced in the amount of 20% of the subsistence allowance.
2. The employee is not entitled to the lump sum referred to in par. 1 if:
	1. the employee travels by passenger car (company or private),
	2. is provided with free transport,
	3. the employee does not bear the costs of transport.
3. The provision of par. 1 shall not apply if, at the request of the employee, the employer agrees to cover the documented costs of travel by local means of transport.

§12

1. At the request of the employee, an advance payment may be made for the necessary travel costs in the amount resulting from the initial calculation of these costs.
2. The employee is required to obtain a confirmation of stay in the place indicated in the business travel order (e.g. a stamp from the place of the delegation).
3. Travel expenses are settled by the employee within 14 days from the end of the trip, based on the completed delegation form.
4. To settle travel expenses, the employee attaches the following documents:
	1. hotel invoices,
	2. tickets or invoices with travel tickets attached,
	3. invoices for other necessary costs.

If it is not possible to present an invoice, the employee shall submit a written statement of the expenditure made and the reasons for the lack of its documentation and attach other documents confirming the incurred expenditure.

1. In justified cases, the employee submits a written statement on circumstances affecting the right to subsistence allowance, lump sums, reimbursement of other travel costs or their amount.

§ 13

1. Confirmation of the performance of the official order and its substantial verification is made by:
	1. managers of organizational units in relation to the employees of these units,
	2. Vice-Rectors in relation to the heads of organizational units and Vice-Deans,
	3. the Rector in relation to Vice-Rectors, Deans and the Chancellor,
	4. the Chancellor in relation to his/her deputies and managers of subordinate organizational units of the administration.
2. Verification of integrity and accounting is carried out in the Finance and Accounting Department [Dział Finansowo-Księgowy].
3. Upon approval of payment, the business travel order along with the attachments is the basis for payment of the employee's entitlement due to a business trip.

**Chapter II Trips to conferences, conventions, symposia, congresses**

§ 14

1. Employees can apply for permission to attend a domestic trip associated with participation in conferences, conventions, symposia, congresses.
2. The basis for consent to the trip is the submission of the application constituting Attachment 3 to this Order no later than 7 days before the date of departure in the content-relevant department, i.e. the Department of Science [Dział Nauki], Department of Student Affairs [Dział Spraw Studenckich], The Office of Vice-Rector for Clinical Affairs [Prorektorat ds. Klinicznych].
3. On the basis of an employee's application approved by a direct superior, the permission for the trip is granted by:
	* the Rector or authorized Vice-Rector, for academic teachers,
	* the Chancellor for all other employees.
4. In the case of a positive decision, the employee is obliged to collect a business trip referral in the Department of Employee Affairs [Dział Spraw Pracowniczych] before departure.
5. The employee is obliged to submit an acknowledgment of participation to the employer, without undue delay, no later than 7 days from the day of the end of the business trip.
6. The employee may apply for partial or total coverage of travel expenses on the terms specified in §6-§13, subject to confirmation of possessing funds for this purpose.
7. At the employee's request, a pre-payment related to employee’s participation costs in conferences, conventions, symposia, etc. may be made. Application for money transfer constitutes Attachment 4 to this Order.

**Chapter III Excused absence from work**

§ 15

1. In the absence of the basis for applying for a business travel order under § 4 and a trip referral in accordance with § 14, an academic teacher may apply for an excused absence from work according to the following principles.
2. Excused absence from work with retaining the right to remuneration may be granted in the case of participation in meetings of scientific societies, receipt of degree/academic titles, participation in doctoral theses, habilitation procedures, proceedings for granting the title of professor, work in CEM exam committees, etc. outside the seat of the University.
3. Excused absence from work with retaining the right to remuneration may be granted in order to raise academic, teaching and professional qualifications. Employees can participate in the following educational, scientific and professional forms of improvement and education:
	* courses,
	* training,
	* specialised training provided in the professional specialization programmes.
4. On the basis of the employee's application, approved by a direct superior, the permission to excuse the absence from work is granted by:
	* the Rector or authorized Vice-Rector for academic teachers,
	* the Chancellor for all other employees.
5. The application (Attachment no.5 to this Order) along with attachments should be submitted to the Department of Employee Affairs [Dział Spraw Pracowniczych] no later than 7 days before the date of departure.
6. In the case of participation in a course, specialised training, an employee should collect the referral from the Department of Employee Affairs [Dział Spraw Pracowniczych] before departure.
7. The employee is obliged to submit the confirmation of participation to the employer without undue delay, no later than 7 days from the day of completing the training.
8. The confirmation of participation is a condition for qualifying the period of training as an excused absence from work.
9. Excused absence from work without retaining the right to remuneration may be granted in the cases specified in the Order of the Minister of Labour and Social Policy of 15/05/1996 on the way of excusing absences from work and granting dismissals from work (Journal of Laws of 2014, item 1632, as amended)
10. In the cases referred to in the aforementioned Order, the employer issues a certificate specifying the amount of lost remuneration for the time of excused absence in order to obtain monetary compensation from the competent authority by the employee.

§16

The following do not constitute grounds for excused absences from work:

1. trips related to the execution of commercial tasks as part of clinical trials,
2. trips related to giving lectures, conducting classes for remuneration.

§17

In matters not covered by this Order, the current regulations governing the conduct of business trips of employees of state or local governmental budgetary units shall apply in each case.

§ 18

This Order comes into force on the day of signature with effect from 18/03/2013.