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| STAMP OF THE INSTITUTION | STATEMENT OF STAY |
| **SETTLEMENT OF TRAVEL COSTS OF STUDENT/PERSON WHO IS NOT AN EMPLOYEE \***  **NO.** ………….  of ……………..  for……………………………………………  (name and surname)  …………………………………………..............  ( permanent residence address )  ..............................................................................  ( field and type of studies )  to …………………………………………….  …………………………………………………  on time from…………….. to…………………  in order to………………………………………  ………………………………………………… | *Source of funding:* ………………………….    *Cost keeper:* …………………………… |
| means of transport |
| ……………… ……………………………  date signature of the person ordering the trip |

Annex No. 2 to the Rector’s Order No. 75/2020

I am asking for an advance payment in the amount of PLN. . . . . . . . . . . . in words PLN. . . . . . . . . . . . . . . . . . . . . . . . . . . .

to cover expenses in accordance with the business trip order no. . . . . . . . . . . . . . . . . . . . . . . . . .

Please transfer to the following account: ……………………………………………………………………………………………………………

in the bank  
…………………………………………………………………………………………………………… ...…………………

Signature of the delegate  
\* delete as appropriate

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| **TRAVEL COST ACCOUNT**  Replace the means of transport, class, type of ticket (free, discounted, normal). When traveling, using your own means of transport (car, motorcycle, moped), also indicate the number of km and the rate for 1 km \*). | | | | | | | | |
| DEPARTURE | | | ARRIVAL | | | Means of transport \*) | Travel expenses | |
| place | date | hour | place | date | hour | zł | gr |
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| The bill has been checked for | | | | Lump sums for commuting | | |  |  |
| Documented journeys | | |  |  |
| Substantive and the execution of the official order was found | | Formal and accounting | | Total journeys, commuting | | |  |  |
| Allowance | | |  |  |
| Accommodation according to invoices | | |  |  |
| Date Signature | | Date Signatiure | | Accommodation - flat rate | | |  |  |
| Other expenses as per attachments | | |  |  |
| In words, a total of zlotys | | |  |  |
|  |  |
| Approved for PLN …………………..  in words ……………………………………. ………………………………………………   ……………………………………………….. signatures of approvers | | | |  |  |
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| I give the receipt of PLN ……………………..  In words PLN……………………………….. ………………………………………………  ……………. …………………….  date signature | | | | I am enclosing  ……………….  evindence(s) | | An advance payment was taken  For payment-return |  |  |
|  |  |
| I am presenting this invoice  ……………. …………………….  date signatire | | | | |

Advance payment in the amount of PLN……………. in words PLN…………………………………….

I have received and I undertake to settle it within 14 days after the end of the trip. Failure to settle the advance payment on time is the basis for pursuing the receivables in court, before the competent court in Kielce or Piotrków Trybunalski.   
  
…………………………………………………….. ……..………………………………………….  
 name and surname of the delegated person date and signature of the delegate