



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

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

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



### 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
The bill has been checked for			Lump sums for commuting			Documented journeys		
						Total journeys, commuting		
Substantive and the execution of the official order was found		Formal and accounting		Allowance				
				Accommodation according to invoices				
				Accommodation - flat rate				
Date	Signature	Date	Signature	Other expenses as per attachments				
Approved for PLN .....			In words, a total of zlotys					
I give the receipt of PLN .....			I am enclosing			An advance payment was taken		
In words PLN.....			.....			For payment-return		
			I am presenting this invoice					
date		signature		date		signature		

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