

BEFORE THE VISIT:

You are supposed to submit a correctly completed **Foreign Visit Application** ([list of application forms](#)) in the International Cooperation Office.

The application should contain all the necessary signatures (signature of the candidate for the visit, signature of the Head of the MUB Unit in which the candidate is employed, signature of the Project Coordinator - source of financing)

Please provide the the amount, currency and source of financing (e.g. the project reference number), from which the costs of the trip should be covered **in each category that is supposed to be financed**.

When estimating the accommodation costs, please take into consideration the limits provided in the document **The amount of subsistence allowance per 24-hour period of foreign travel and the limits for accommodation in individual countries** ([list of application forms](#))

The amount of subsistence and travel allowance (marked in gray) will be filled by the International Cooperation Office. The amount of financing reserved will be confirmed based on the planned costs.

Only after receiving the **complete application containing the required attachments**, the International Cooperation Office may forward it to the Vice-Rector/Chancellor for approval. Please note the list of attachments at the end of the application

Scholarship or training agreement (if applicable) is concluded before the visit. It is prepared by the International Cooperation Department.

After having your application approved, you can make a flight /accommodation reservation/registration fee. This is to be done in the following ways:

1. Payments made by MUB:
 - a. Accommodation/flight - the application must be provided with a **Requisition Form** ([list of application forms](#)), which we forward to the Office for Administrative and Economic Management and Services, which will make the reservation as required, then MUB will make the payment.
 - b. Registration fee - if it is required to pay the conference fee in advance, you must submit a completed **Money Transfer Application** ([list of application forms](#)). It is necessary to attach information about the required amount, currency and payment recipient (including the account number). If the prepayment is made, you are obliged to provide the invoice issued for MUB at the latest upon your return.
2. Payments made by yourself

In exceptional cases you can pay for the registration fee, flight tickets or accommodation on your own, and then settle for the expenses after returning from the visit on the basis of invoices issued for MUB.

Purchasing the ticket on your own is not possible in the case of visits funded from projects:

- D/IN/WER/16/9999/02
- D/IN/WER/16/9999/01
- D/IN/WER/18/9999/01
- D/SD/WER/18/5541/01
- D/OR/WER/18/5541/01

and other projects financed from EU funds.

According to the Rector's Regulation regarding foreign visits of the employees, the application for the visit should be submitted to the International Cooperation Department at least 14 days before the date of departure. Due to the changing prices of the flights, we recommend that you submit all the documents **as early as possible**, and estimate the cost with a surplus.

It is possible to receive an advance payment for the trip. For this purpose, at least 14 days before the planned departure, an **Advance Payment Application** ([list of application forms](#)) should be submitted. We would like to remind you that it can be paid no earlier than 7 days before departure – The MUB's cash desk (left wing of the Branicki's Palace) is open only on Tuesdays and Thursdays from 10 a.m. to 2 p.m.

UPON RETURN

You must settle your departure in the International Cooperation Office within 14 days from the date of return.

To settle the costs of traveling abroad, you are obliged to attach:

1. **Foreign Visit Report** ([list of application forms](#))
2. **Settlement of the visit** ([list of application forms](#)) You are supposed to fill in points I-III and V-VII
3. Original invoices or bills confirming individual expenses:
 - ✓ travels by rail or bus - original tickets,
 - ✓ flight - itinerary, boarding passes (an invoice issued for MUB in case you made the purchase by yourself),
 - ✓ accommodation, registration fee (an invoice issued for MUB)
 - ✓ other justified expenses (an invoice issued for MUB)

Data for the invoice:

Uniwersytet Medyczny w Białymstoku / Medical University of Białystok

ul. Kilińskiego 1

15-089 Białystok

NIP: 542-021-17-17