|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Settlement of the visit no. ………………………… | | | | | | | | | | | | | |
| 1. **Travel time:**   Date of departure……………...time…………….  Date of arrival…………….time…………..... | | | | | 1. **Length of stay abroad:**   Date of leaving the country ……………….time……………..  Date of returning to the country ………..........time….…………. | | | | | | | | |
| **III. Country and town/city of destination** …………………………………………… ……………………………….................  *signature of the employee* | | | | | | | | | | | | | |
| **IV**. Foreign visit referral verified in terms of content  ........................ ..............................................................  *date* *authorised person’s signature* | | | | | | I confirm the foreign visit referral  ................... ................................................................  *date signature of the Vice-Rector / Chancellor* | | | | | | | |
| **V. I present the following cost statement**  ....................... .......................................................  *date employee’s signature* | | | | | | | | | | | | | |
| **VI. Catering provided :**  full board | breakfast | lunch/dinner | supper | none | | | | | **VII.**  I hereby declare that I :  **a.**  **did not incur / incurred** costs related to the transfer  **from the station / to the station** in the foreign town/city of destination  **b. did not incur / incurred** costs related to commuting by means of local communication at the place of referral | | | | | | | | |
| **VIII. Summary of the costs in Polish currency:** | | | | | **IX. Summary of the costs in foreign currency :** | | | | | | | | |
| *No.* | *Details* | *Number* | *Sum* | *Value* | *No.* | | | *Details* | *Currency* | | *Number* | *Sum* | *Value* |
| 1. | Subsistence |  |  |  | 1. | | | Subsistence |  | |  |  |  |
| 2. | Travel |  |  |  | 2. | | | Travel |  | |  |  |  |
| 3. | Accommodation |  |  |  | 3. | | | Accommodation |  | |  |  |  |
| 4. | Other |  |  |  | 4. | | | Lump sums |  | |  |  |  |
|  | | | Total |  |  | |  |  |  |
| 5. | | | Registration fee |  | |  |  |  |
|  | | | | | 6. | | | Other expenditure |  | |  |  |  |
|  | | | | | | | Total |  |
| **X. Settlement in the Polish currency:** | | | | | **XI. Settlement in foreign currency:** | | | | | | | | |
| *Name* | | | *Sum* | | *Name* | | | | | *Sum* | | | |
| Advance: | | | | |  | | | | | | | | |
| *Funds transferred by money transfer:* | | |  | | *Funds transferred by money transfer::* | | | | |  | | | |
| *Funds paid in cash:* | | |  | | *Funds paid in cash :* | | | | |  | | | |
| To pay  To return | | |  | | To pay  To return | | | | |  | | | |
|  | |  | | | |
| **Total to pay / return:** | | | | | | | | | | | | | |
| **XII.**  *Verified in formal and accounting terms*  *……………………………………….*  *date and signature* | | | | | | | **XIII.**  *Confirmation of settlement*  *………………….………………………………………………………..*  *date and signature of confirming persons* | | | | | | |
| **XIV. I acknowledge the receipt of:** | | | | | | | | | | | | | |
| Polish currency………………………  in words…………………………………………………  …………………… ……………………  *date signature* | | | | | | | Foreign currency…………………….  in words…………………………………………………..  ……………………. ……………………….  *date signature* | | | | | | |