|  |
| --- |
| 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*  |