**Order No. 22/13**

**of the Rector of the Medical University of Białystok**

**of 01/03/2013**

**on foreign official visits of employees of the Medical University of Bialystok**

Based on Article 775 § 2 of the Act of 26/06/1974 - the Labour Code (Journal of Laws of 2018, No. 21, item. 94 as amended) and the Order of the Minister of Labour and Social Policy of 29/01/2013 on Amounts Payable to an Employee of a State or Local Governmental Budgetary Unit for Official Travel (Journal of Laws of 2013, item 167), it is hereby ordered as follows:

§1

A foreign official visit is performing a task determined by the Medical University of Bialystok outside the employer's office, at the time and place specified in the official travel order.

§2

A foreign official visit is particularly performing tasks:

1. directly related to the University's activity,
2. related to the implementation of research projects and meetings of workgroups, scientific consultations planned in these projects,
3. in other particularly justified cases where the submission of an official foreign travel delegation is the condition for the reimbursement of the costs by the inviting institution.

§3

1. Employees go on foreign visits based on an official foreign travel order.

2. The decision on an official foreign travel order is made by:

1. Vice-Rector for Scientific Research for academic teachers,
2. the Chancellor for other employees of the Medical University of Bialystok.

3. In the case when the Vice-Rector for Scientific Research or the Chancellor submits an application for an official foreign visit, the decision shall be made by the Rector or another authorized Vice-Rector.

§ 4

An employee applying for an official foreign travel order to perform the tasks specified in § 2 submits the foreign visit application constituting Attachment No.1 to this Order along with the documents confirming the event in which the employee wants to participate to the International Cooperation Office.

The application must be submitted at least 14 days before the date of departure.

§5

At the employee's request, in justified cases it is allowed to extend the time of a foreign official visit by:

1) one day necessary to travel to the destination located in Europe and one day to return to the place of residence,

2) two days to travel to the destination outside Europe and two days to return to the place of residence.

§6

For the foreign official visit carried out at the date and place specified by the employer, the employee is entitled to:

1) daily subsistence allowance;

2) reimbursement of the costs of:

a) travel,

b) local transportation fares,

c) accommodation,

d) other necessary documented expenses, defined or recognized by the employer in accordance with justified needs.

§7

1. The daily subsistence allowance during the foreign visit is intended to cover the food costs and other minor expenses.

2. The amount of the subsistence allowance is reduced by the cost of board provided for the employee, assuming that each meal represents accordingly:

1. breakfast - 15% of the subsistence allowance,
2. lunch/dinner – 30% of the subsistence allowance,
3. supper – 30% of the subsistence allowance.

3. The employee who receives a monetary payment for food costs during a foreign visit is not entitled to a subsistence allowance. If the monetary payment is lower than the subsistence allowance, the employee is entitled to compensation up to the amount of the subsistence allowance due.

4. The amount of subsistence allowance per 24-hour period in individual countries is set out in the Attachment to the Order of the Minister of Labour and Social Policy of 29/01/2013 on Amounts Payable to an Employee of a State or Local Governmental Budgetary Unit for Official Travel (Journal of Laws of 2013, item 167).

5. The subsistence allowance is eligible in the amount applicable for the travel destination. In the case of a foreign visit carried out in two or more countries, the employer may set more than one country of destination.

6. The payment for the daily subsistence allowance is calculated in the following way:

1) for each 24-hour period of foreign visit full subsistence allowance is eligible,

2) for an incomplete 24-hour period of foreign visit:

a) up to 8 hours - 1/3 of the subsistence allowance is eligible,

b) between 8 and 12 hours - 50% of the subsistence allowance is eligible

c) more than 12 hours - full subsistence allowance is eligible.

§ 8

1. The means of transport appropriate for foreign travel, as well as its type and class, is defined respectively by the Vice-Rector for Scientific Research and the Chancellor.

2. Determining the mode of transport should be guided by the principle of rationalization of travel costs, time spent abroad, the nature of travel and difficulty of the journey.

3. A foreign official travel should take place on the shortest route and cannot be extended without any justified reasons.

4. The basic means of transport for a foreign official travel an economy class flight, a train, a coach or a sea ferry; in particularly justified cases, the employer may give consent to use a car not owned by the employer.

5. The Rector makes the decision about using a company car for foreign travels.

§ 9

1. The employee is entitled to reimbursement of travel costs in the amount documented with tickets or invoices covering the price of the means of transport along with associated additional fees such as seat reservations, takin into account the employee's discount for a given means of transport, irrespective of the title of the discount.

2. In the case of journey by a more expensive means of transport than specified in the official travel order, the difference between the price of the fare used for travel and the price of the fare indicated in the official travel application is covered by the employee.

3. If a foreign travel takes place in a passenger car, not owned by the employer, the cost of using the car will be reimbursed to the amount representing the product of kilometres driven and the amount constituting 30% of the maximum rate for one kilometre of mileage, as provided for in the Order of the Minister of Infrastructure of 25/03/2002 on the conditions for determining and the manner of making refunds of costs of use for official purposes of passenger cars, motorcycles and motorbikes which are not the property of the employer (Journal of Laws of 2002, No. 27, item 271, as amended).

4. Reimbursement of travel costs by private car, not owned by the employer, is based on the records of the vehicle mileage, according to the template constituting Attachment 2 to this Order, with the amount of travelled kilometres indicated in the records by the delegate, certified as true by an authorized employee of the Purchasing Department [Dział Zaopatrzenia].

5. The records of the vehicle mileage should be attached to the settlement of the foreign official visit.

§10

If the journey through Poland (regardless of the means of transport) on the way abroad and back to the place of residence lasts for a total of more than 8 hours, this time should be treated as a domestic official travel and settled according to the rules set out in Order No. 21/13 of the Rector of MUB of 01/03/2013 on domestic official visits of employees of the Medical University of Bialystok and other domestic trips of academic teachers.

§11

1. For an overnight stay, the employee is entitled to reimbursement in the amount stated in the invoice for the provided hotel services, within the limits set for this purpose provided in the attachment to the Order of the Minister of Labour and Social Policy of 29/01/2013 on amounts payable to an employee of a state or local governmental budgetary unit for official travel.

2. Other costs related to hotel stay included in the hotel bill, e.g. mini bar, paid hotel services are ineligible and not subject to financial settlement.

3. In the event the accommodation invoice is not submitted, the employee is entitled to a lump sum in the amount of 25% of the limit referred to in para. 1. This lump sum is not payable for the travel time.

4. In justified cases, upon an employee's written request, the employer may agree to the reimbursement of costs for the overnight stay confirmed by an invoice, in an amount exceeding the limit referred to in par. 1.

5. The provisions of par. 1, 3 and 4 shall not apply if the foreign party provides the employee with free accommodation.

§ 12

1. The employee is entitled to a lump sum to cover travel costs to and from the railway station, bus station, airport or sea port in the amount of one subsistence allowance in the foreign destination and in any other foreign place where the employee used the accommodation.
2. In the event the employee bears only one way travel costs referred to in par. 1, a lump sum amounting to 50% of the subsistence allowance is due.
3. To cover the costs of traveling by local means of transport, the employee is entitled to a lump sum in the amount of 10% of the subsistence allowance for each 24-hour period of the foreign visit commenced.
4. The lump sums referred to in par. 1-3 are not eligible if the employee:

1) travels by passenger car (company or private);

2) is provided with free transport;

3) does not bear the costs for which the aforementioned lump sums are intended.

§ 13

1. If it is necessary to make pre-payments related to a foreign official visit, the employee is obliged to submit a foreign visit application, referred to in § 4 par. 1 and a money transfer application, constituting attachment 3 to this order, together with documents confirming the legitimacy of fees indicated in these applications.

2. At the request of the employee, an advance payment may be paid in foreign currency for the necessary travel and stay costs abroad. The advance payment is made 7 days before the planned date of travel at the earliest. With the consent of the employee, the advance may be paid in Polish currency (onto a bank account or at the cash register), in the amount equivalent to the employee's advance payment in foreign currency. The advance payment application is attached as Attachment 4 to this Order.

§ 14

1. The employee is obliged to settle the official foreign visit within 14 days of the end of the visit.

2. To settle travel expenses, the employee attaches documents, in particular bills, invoices or tickets confirming individual expenses; this does not apply to expenses covered by lump sums.

3. If obtaining a document is not possible, the employee submits a written statement about the expenditure made and the reasons for the lack of its documentation

4. In justified cases, the employee submits a written statement on circumstances affecting the right to subsistence allowance, lump sums, reimbursement of other travel costs or their amount.

§ 15

1. Verificationof the performance of the official order and its substantial verification is performed by an authorized employee of the International Cooperation Office, based on the submitted foreign visit report constituting attachment 5 to this order and another document confirming the execution of an official travel order. Another document should be understood as, in particular, boarding passes or participation certificates

2. The execution of a foreign travel order is confirmed by:

1. Vice-Rector for Scientific Research in relation to academic teachers,
2. the Chancellor in relation to other employees,
3. the Rector or Vice-Rectors – in relation to the Vice-Rector for Scientific Research or the Chancellor.

3. Verification of integrity and accounting is carried out in the Finance and Accounting Department [Dział Finansowo-Księgowy].

4. Upon approval of payment, the official travel order along with the attachments is the basis for payment of the employee's entitlement due to a foreign official visit.

§ 16

W sprawach nieuregulowanych niniejszym zarządzeniem stosuje się odpowiednio obowiązujące przepisy Rozporządzenia Ministra Pracy i Polityki Społecznej z dnia 29 stycznia 2013 r. w sprawie należności przysługujących pracownikowi zatrudnionemu w państwowej lub samorządowej jednostce sfery budżetowej z tytułu podróży służbowej.

In matters not covered by this order, the relevant provisions of the Order of the Minister of Labour and Social Policy of 29/01/2013 on amounts payable to an employee of a state or local governmental budgetary unit for official travel shall apply.

§ 17

The Rector's Order No. 68/07 is hereby repealed.

§ 18

The Order enters into force on the date of signature.

 The Rector

 prof. dr hab. Jacek Nikliński