………………………………………………………………

Name and surname; organisational unit

**I. INFORMATION BY PERSON TRAVELLING for estimating cost of travel abroad**, on the conditions under which the travel is to take place:

……………………………………………………………

(country and purpose of travel)

1. Co-funding by foreign party or from other sources (NO/YES …………...)
2. Travel costs (intended means of transport) …………………………………….
3. Insurance (apart from the European health insurance card) – insurance policy/ ITIC, ISIC, EURO’26 card/another source to provide insurance abroad
4. Intended journey time – date of departure from and arrival in Gdańsk (preferably indicating the hour when border is crossed for a more precise calculation of allowance) ……………...…...………………………………………………………………….…...…
5. Board (NO/YES – partial/full, amount of allowance)
6. Accommodation (NO/YES) – accommodation (with/without breakfast) settled by receipt (amount ………), lump sum (no receipt)
7. Entry fee/conference fee (NO/YES – amount …..…..); board, transport, accommodation etc. provided (NO/YES ….…...)
8. Transport (if such cost incurred) between station-hotel-station at destination (NO/YES – amount ….….../ lump sum at same level as allowance)
9. Local commute (if such cost incurred) – (NO/YES – amount……….../lump sum – daily 10% of allowance)
10. Other justified expenses (NO/YES – list expenses, estimated amount …….)

……………………………………………

Date and signature of person planning trip

**II. PROFESSIONAL TRAVEL SECTION – CALCULATION OF FOREIGN TRAVEL COSTS**

**to ……..……………..…………. between..………..…………………..……….. (dates)**

(according to current rates: currency ……. allowance ………….., hotel limit ……..../lump sum with no receipt ………..), exchange rate adopted for calculation ………… PLN.

**Approximate cost of trip: ………..….…… PLN**

……….……………………………………..……………………………………………………

Date and signature of Academic Activity Section employee