**ADVANCE PAYMENT**

**FOR OVERSEAS BUSINESS TRAVEL1**

1. …………………………………………………………………………………………………………………………

(first and last name)

1. ……………………………………………………………………….......................................................

(country, border crossing dates and times)

1. ………………………………………………………………………………………………………………..…………

(mode of transport)

1. Information necessary for the preparation of the advance payment in Currency or PLN:

subsistence allowance

*(meals provided) breakfast …….lunch……..dinner…….*

travel allowance

commuting allowance

accommodation costs ……………..…

conference fee …………..…

other …………………..

*link to Ordinance*[*https://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU20220002302*](https://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU20220002302)

Collection at bank branch by bank transfer

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

***(bank account number)***

.…………………………………………………….

(date and signature of the person travelling)

*1 Form must be completed electronically*