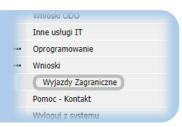
ACADEMIC TEACHERS AND ADMINISTRATIVE STAFF SUBMIT THE APPLICATION ON THE EMPLOYEE PORTAL ONLY

(no later than 14 days before departure)



ORDERING INSURANCE AND PLANE TICKETS

(after prior booking by the applicant)

Science Office, room 511

ADVANCE

(PLN and foreign exchange advances* to pay for accommodation, allowances, travel; foreign transfers regarding conference fees)

Science Office, room 511

SETTLEMENT OF THE TRIP

(up to 14 days after return)

Science Office, room 511

*PLN and foreign exchange advances regarding costs related to business trip must be documented by invoices issued to the University of Gdańsk