

DECISION NO. 112/2020 OF

THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 17 September 2020.

on official trips

Pursuant to Article 23(2)(10) of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2020 , item 85 as amended) in connection with §§ 2 and 3 of the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the compensation to be paid to an employee working in a state or local government unit of the public sector for a business trip (Journal of Laws of 2013 , item 167 as amended) and § 2 of the Regulation of the Minister of Infrastructure of 25 March 2002 on the compensation to be paid to an employee working in a state or local government unit of the public sector for a business trip (Journal of Laws of 2013 , item 167 as amended) and § 2 of the Ordinance of the Minister of Infrastructure of 25 March 2002 on the conditions for determining and the manner of reimbursing costs of use for official purposes of passenger cars, motorbikes and mopeds which are not the property of the employer (Dz. U. of 2002 r, No. 27 item 271 with amendments) it is decided as follows:

I

General provisions

§1

1. Official trip, within the meaning of this Decision, is domestic official trip and foreign official trip.
- 2 The purpose of a business trip is to carry out assigned tasks whose scope and subject matter fall within the core business of the University of Szczecin.
- 3.The date and place of a business trip shall be indicated in the Official Trip Order, hereinafter also referred to as "OTO".
4. An official trip order may be issued to:
 - 1) employees in the performance of their duties,
 - 2) doctoral students, students and non-employees within the scope of the implementation of tasks specified in programmes, projects, national and foreign agreements on the basis of civil-law contracts concluded in accordance with the sample constituting Annex No. 1 to the Decision, the register of which is kept by the Scholarship Department.
5. Persons indicated in paragraph 4 are also hereinafter referred to as "delegated persons".

§ 2

Directors of institutes shall grant permission for an academic staff member to leave on business by agreeing with the dean to arrange for a substitute to teach the classes taught by the person delegated or by indicating another date on which such classes shall be held.

§ 3

1. The Official Trip Order is the basis for the official trip of a delegated person.
2. The Official Trip Order shall be signed by:
 - 1) the Rector or Deputy-Rector,
 - 2) Director or Deputy Director,
 - 3) head or deputy head of an interdepartmental or interuniversity unit,
 - 4) Chancellor or Deputy Chancellor, respectively.
3. Issuance of the Official Trip Order in the case of a foreign trip, requires a prior request to be submitted to the Deputy-Rector for Organisational Affairs through the Department of International Affairs (DIA) for consent to travel. In the case of research trips, requests will also be reviewed by the Deputy-Rector for Academic Affairs. An approved request is submitted to the Department of International Affairs. The request sample constitutes Annex no. 2 to the Decision
4. The Official Trip Order signed in accordance with paragraph 2 shall be given a serial number.
5. As far as domestic business trips are concerned, assigning numbers and keeping records of Official Trip Order is done by relevant administrative units of the institutes, the Chancellor's Secretariat and in other cases by the Human Resources Department.
6. In the case of foreign official trips, the numbering and recording of Official Trip Orders shall be carried out by the Department of International Affairs.
7. A copy of the records of Official Trip Orders, concerning official trips, for each completed month shall be forwarded by the units keeping them to the Human Resources Department of the University of Szczecin, by the 5th of the following month, for verification with the employee's time records (according to the sample in Annex 5).
8. The list of delegate persons referred to in § 1, section 4, item 2 is maintained by the Scholarship Department.

§ 4

1. Official Trips shall be carried out within the limits of the resources available.
2. The source of financing and the amount of funds must be approved by its holder, i.e. the head of the grant, project, institute director, etc. In case of a trip financed by a project registered by the Projects Department (PD), the application must be approved by the Department and the Deputy-Rector for Finance. In case of a trip financed by a research grant or a project supervised (registered) by the Department of Science and Research Projects, the trip application must be approved by the said Department and the Deputy-Rector for Research.

II
Type of transport
§ 5

1. Official trip is performed by a second class train. In justified cases, the Deputy-Rector for Organisational Affairs may agree to travel by first class train. The official trip should take place along the optimal route. The permission should be requested before the official trip begins.
2. The amount of the reimbursement documented by tickets or invoices shall be the price of the ticket including the allowance to which an employee is entitled, irrespective of the reason for the allowance.
3. An official trip by intercity bus transport may be made if:
 - 1) there is no rail link to the location or the connection is difficult,
 2. expenses of trip by intercity bus or other means of transport is lower than that of the corresponding class of train.
4. Consent to take a domestic business trip by plane is granted by the Deputy-Rector for Organisational Affairs upon a justified request of a delegated person, after a prior confirmation that the funds have been secured by the funds holder. The consent should be requested before an official trip commences. The consent is not required if the cost of the flight is lower than the cost of other means of transport, i.e. the cost of second class train trip on the same route; when settling the account of the trip, a statement should be submitted that documents this fact according to the carrier's tariff applicable on a given day.
5. The consent to use a private or official car for official purposes is granted by the Deputy-Rector for Organisational Affairs upon a request of a delegated person, justified by important circumstances. The sample of a request for consent is specified in Annex No. 4 to the Decision. The consent should be requested before an official trip commences. These rules also apply to refund official trips. The consent for the use of a private car is also required in the case of non-cost-free trips.
- (6) The consent to use a private car for official purposes may be on a one-off or periodic basis.
7. The reimbursement of the expenses of private car trip is calculated as the product of the kilometres travelled, determined on the basis of an Official Trip Order, in which an authorised employee of the Supply and Transport Department confirms the number of kilometres travelled and the rate per kilometre in the amount of:
 - 1) 50% of the rate for one kilometre specified in § 2 of the Ordinance of the Minister of Infrastructure of 25 March 2002 on the conditions for determining and the manner of making refunds of costs of use for official purposes of passenger cars, motorbikes and mopeds which are not the property of the employer (Journal of Laws of 2002, No. 27, item 271 as amended), if the trip is made by one delegated person,
 - 2) 100% of the rate for one kilometre as specified in § 2 of the Regulation referred to in item 1, if the trip is made by one delegated person and he/she carries dangerous or undersized objects, or if the trip is made by two or more delegated persons.
8. The rules on the rate payable under the Regulation shall apply to the reimbursement of the expenses of trip by a private car by external bodies.

9. The flat-rate per kilometre set out in § 2 of the Regulation shall not include the expenses of trip on motorways and other toll roads.

10. The means of transport appropriate for an official trip and the type thereof shall be determined by persons deciding on an official trip, taking into account the provisions of paragraphs 1 to 5.

11. When determining the means of transport, the principle of rationalising trip expenses, the nature of the trip, the conditions of access should be taken into account.

III

Additional expenses

§ 6

1. For each started day of an official trip a delegated person is entitled to a lump sum to cover the costs of trip by local means of transport amounting to 20% of a trip allowance (per diem) for domestic trips and 10% of an trip allowance (per diem) for foreign trips.

2. The lump sum referred to in section 1 above is not due in the event of:

1) travel by car (company or private car),

2) free travel provided,

3) presentation of documented expenses of trip by public transport.

3. For the purpose of calculating the amount of the allowances, a statement, a sample of which is specified in Annex 3 to the Decision, must be attached to an official trip.

§ 7

1. Costs of accommodation in a facility providing hotel services can be reimbursed upon presentation of a hotel invoice or bill, provided that the reimbursement is up to the amount of PLN 300 (in words: three hundred) per night.

2. At the request of a delegated person, in the event that at the place of an official trip it is not possible to use accommodation under the conditions stipulated in paragraph 1, the Deputy-Rector for Organisational Affairs may agree to reimburse the actual accommodation costs incurred (up to 20 times the residence allowance).

3. The consent referred to in paragraph 2 may be granted after prior confirmation by the funds holder that the funds have been secured.

4. The rules referred to in paragraphs 1-3 apply to domestic trips.

IV

Settlement of an official trip expenses

§ 8

Domestic official trip

1. A delegated person may request an advance to cover the necessary official trip expenses, in the amount resulting from a preliminary cost calculation.

2. The application referred to in paragraph 1 must be submitted at least 7 days before the planned departure to the Finance and Accounting Department.

3. Settlement of trip expenses takes place within 14 days from the end of an official trip, on the basis of a completed Official Trip Order form after the approval of a delegating person (date of receipt of documents by the Finance and Accounting Department).

4. For the settlement of trip expenses, a delegated person shall attach the documents specified below:

- 1) tickets or trip invoices,
- 2) invoices or receipts for staying in a hotel,
- 3) receipts or invoices for other necessary expenses.

5. If it is not possible to present an invoice or bill, a delegated person shall submit a written statement of the expenses incurred and the reasons for the lack of documentation and shall attach other documents to confirm the expenses incurred.

6. In justified cases, a delegated person shall submit a written statement of the circumstances affecting the entitlement to or the amount of allowances, lump sums, reimbursement of other trip expenses.

§ 9

A Foreign Official Trip

1. At the request of a delegated person, after obtaining the approvals referred to in § 3, paragraph 3, an advance may be paid to cover the necessary expenses of a an official foreign trip.

2. The application referred to in paragraph 1 must be submitted no later than 14 days before the planned departure.

3. The advance shall be paid in Polish or foreign currency (to a bank account or cash desk). The advance in Polish currency can be collected 2 weeks before the planned departure date and the advance in foreign currency 7 working days before the planned departure.

4. An advance in foreign currency may be paid in accordance with the rules laid down in the applicable regulations, specifying the country's accounting currency and the rates of allowances, lump sums and limits; except for projects settled in the currency specified in the project agreement.

5. Prepayment of the conference and/or training fee may be made at the request of a delegated person.

6. The Finance and Accounting Department makes the prepayment on the basis of documents specified below confirmed by Department of International Affairs (DIA) and in justified cases additionally by the Projects Department or the Research and Projects Department:

- 1) Invoice issued to the University of Szczecin, al. Papieża Jana Pawła II 22a, 70-453 Szczecin, NIP 851-020-80-05,
- 2) Proforma Invoice issued to the University of Szczecin, al. Papieża Jana Pawła II 22a, 70-453 Szczecin, NIP 851-020-80-05,
- 3) A letter addressed to the Finance and Accounting department indicating the amount, the title of the fee and the exact details of the beneficiary's account.

7. A delegated person, after returning from a foreign official trip, is obliged to provide the Finance and Accounting Department with the original of the prepaid invoice/bill. In the event of failure to comply with this obligation, the prepayment is refundable.

8. Reimbursement of expenses incurred shall be made on presentation of an original invoice or bill accompanied by proof of payment. Electronic proof of purchase together with proof of payment is also considered as an invoice or bill. The financial documents submitted must be annotated by a delegated person and accompanied by a note stating that they will not be taken into account again in financial settlements made after returning from an official trip.

9. A delegated person may be paid for other justified expenses on condition that he/she presents original financial documents (bills/invoices) proving that they have actually been incurred. If an invoice or bill cannot be presented, a delegated person must make a written declaration.

10. In the case of the necessity to conduct field research and in other justified cases, the Deputy-Rector for Organisational Affairs, after obtaining the opinion of the Deputy-Rector for Research, may give permission to rent a car abroad. The rental expenses are then reimbursed on the basis of submitted bills and invoices.

11. A person delegated to a foreign official trip; in order to carry out a library search, research consultations, take part in meetings is obliged to provide a document confirming his/her stay in the institution which is the destination of the tasks specified in the Official Trip Application.

12. A person delegated on a foreign official trip to take part in a scientific conference or workshop is required to attach to his/her financial documents a written statement in accordance with the sample specified in Annex No. 3.

13. Upon return from a foreign official trip, a delegated person shall:

1) settle the expenses within 14 days of the end of the trip abroad,

2) provide the Department of International Affairs (DIA) with a completed Official Trip Order form (in the case of students, a referral form); the completed Official Trip Order form should be signed on the back, fields concerning the place, dates and times of departure and return, as well as border crossing should be filled in; fields concerning expenses incurred by a person delegated abroad should be completed by an employee of the Department of International Affairs (DIA) on the basis of submitted documents;

3) provide the Department of International Affairs (DIA) with original documents, in particular: bills, invoices and tickets; the documents should be annotated and bear the signature of the person applying for reimbursement of the expenses incurred, whereby:

a) the annotation of the financial document confirming the payment of a conference fee should include the specified items covered by the document, e.g. conference materials, accommodation, catering;

b) the annotation of the financial document for overnight accommodation should indicate whether or not the service included meals;

c) in the case of a trip by air, be accompanied by the boarding pass(es) or the flight ticket and proof of payment.

4) provide a framework schedule of a conference or other event attended (annotated and signed by a delegated person) and attach a factual report on a foreign official trip (the report should be submitted to the Department of International Affairs (DIA) approved by a Director of the Institute.

14. A delegated person on a foreign official trip is obliged to familiarise himself/herself with the information and follow all the rules and guidelines which have been posted on the website of the Department of International Affairs of the University of Szczecin.

§ 10

1. The tasks to be performed during an official trip shall be settled by the persons referred to in § 3, item 2.

2. The Finance and Accounting Department performs formal and accounting verification of the documents submitted by a delegated person related to an official trip taken. In the case of settlements of project trips settled by the Projects Department, the signature of the head of this Department and the Deputy-Rector for Finance is required. Settlement of expenses may be made by the Department of International Affairs (DIA) on the basis of guidelines received from the Projects Department (PD).

3. Once the correctness of the documents referred to in paragraph 2 has been acknowledged, the Official Trip Order and its attachments shall be the basis for the payment of the amounts due to a delegated person by virtue of the completed official trip.

§ 11

In matters not regulated by this decision, the current regulations governing official trips of employees working in the state or local government units of the public sector shall apply in each case.

§ 12

The Decision number 145/2019 of the Rector of the University of Szczecin dated 7 October 2019 on official trips is repealed.

§ 13

The Decision shall enter into force on the date of its signature.

AGREEMENT No.

concluded on in Szczecin between:.....
University of Szczecin, with its seat at Al. Papieża Jana Pawła II 22a, 70-453 Szczecin, represented by
the Director / Director of the Doctoral School / Deputy-Rector
countersigned by the Bursar, mgr Andrzej Kuciński, M.A,
and Mr/Mrs/Ms*
residing at the following address*
holder of identity card [*Polish Dowod Osobisty*] series.....numberhereinafter referred to as
A Delegated Person that reads as follows:

§ 1

In connection with the implementation of the task:.....
(specify source of funding)

The University invites A Delegated Person to participate in (purpose of an official trip, e.g.
conference):

.....
on (date):.....in (city/town,country):

§ 2

1. A Delegated Person undertakes to perform the task referred to in § 1.
2. A Delegated Person declares that he/she has current accident insurance with coverage during the entire term of this Agreement. Proof of insurance is attached to the Agreement.
3. The expenses of the trip and stay will be reimbursed to A Delegated Person, in accordance with the regulations specifying the amount and conditions of determining the entitlements to which an employee of a state or local government unit of the public sector is entitled due to official/business trips within or outside the country, up to the amount of co-financing granted in accordance with the application.
4. A Delegated Person is obliged to submit to a relevant unit of the University of Szczecin a settlement of the expenses of the trip and stay, made in accordance with the regulations indicated in paragraph 2, within 14 days from the end of the trip.
5. Failure to settle expenses in accordance with the paragraph 3 shall be equivalent to a declaration by A Delegated Person that he/she has not incurred any costs in connection with the performance of the task.

§ 3

Any changes to the content of this Agreement must be made in writing.

§ 4

In matters not covered by this Agreement, the provisions of the Civil Code shall apply.

§5

Cases arising from this Agreement will be settled by the court with jurisdiction over the University of Szczecin.

§ 6

The Agreement has been drawn up in two copies, one for each party.

A Delegated Person

University of Szczecin

Bursar

Confirmation of funds
Pursuant to § 4(2) of the Decision

Szczecin, dated:

AN OFFICIAL TRIP APPLICATION
(please complete in block capitals)

Employee:
Doctoral student:
Student:
a person from outside the University of Szczecin who is a party to a civil law contract or who implements a project/grant
First name, surname, degree or academic title:.....
Organisational unit:.....
Business/private telephone, e-mail:.....
Purpose of the trip (title of conference, symposium, workshop, search, research)
Host institution:.....
Topic of a paper (if applicable)
Date of conference/workshop/seminar/internship/search query/consultation/research:
Departure destination (city/town, country):
Date of departure and return:
Means of transport (if private car - **consent** of the Deputy-Rector for Organisational Affairs **must be attached**)
Source of funding

Name	Number	Amount
Please make an advance payment		IN THE AMOUNT OF
Advance payment PLN/currency		

I undertake to account for the advance payment received within **14 days of my** return to Poland. At the same time I authorise the University to deduct the amount of the unsettled advance payment from my salary or other dues or scholarship.

I declare that the duration of the delegation will not include annual leave and that I will inform Department of International Affairs (DIA) immediately in case of any changes to the departure date.

I certify that the official trip is in accordance with the programme/schedule and budget of the grant/project.

Decision of the unit responsible for supervising implementation (if applicable): *signature of the funds holder*

Decision by the Director/Head of Unit: *signature of A Delegated Person*

Rector's Decision:

confirmation of funds and project eligibility (if applicable)

Declaration

During an official trip no..... to (*conference, workshop, etc.*) *.....

the organiser/host institution has provided catering, i.e.

- breakfasts on (date).....

- lunches on (date).....

- dinners on (date).

Breakfast is included in the hotel fee (YES/NO)**

The organiser/host institution has provided accommodation (YES / NO)** on (date)

In the absence of accounts:

- please calculate a commuting allowance

- please calculate a public transport allowance

- please calculate accommodation allowance

Signature of A Delegated Person

* Specify the purpose of the delegation

** Delete as appropriate

Name of applicant:

Position held:

Organisational entity:

Deputy-Rector for Organisational Affairs

APPLICATION

for a one-time/periodic consent to travel in a passenger car owned or co-owned by A Delegated Person

Pursuant to § 3 items 1 and 3 of the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the compensation to be paid to an employee working in a state or local government unit of the public sector for a business/official trip (Journal of Laws of 2013, item 167), I apply for consent to travel on an official trip in a car which is my property/co-ownership*

Make: Registration

No. Engine capacity cm³.....

on (date)/in the period..... on a route

with a total distance of approximately:

Purpose:

Justification:

Source of funding:

At the same time, I declare that

1. I hold current compulsory third party liability (OC) and personal accident (NNW) insurance for the vehicle I own referred to above.
2. I will not make claims against the University of Szczecin for damage to the vehicle and/or damage caused while using a car owned by me on the trip.

date and signature of University employee

Decision of the Deputy-rector

at the rate ofper 1 km of vehicle mileage

signature of the Deputy –Rector