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

*(name and surname of the requestee)*

……………………………………………….

*(position)*

……………………………………………….

*(organisational unit)*

**Vice-Rector   
for Organisation**

**REQUEST**

for approval of realizing the business trip connected with the realization of training/teaching\* mobility within the Erasmus+ Programme by a low-emissions means of transportation (so-called “green travel”), i.e. by a passenger car together with ……………………………………… (list all the co-passengers travelling on the same route and with the same goal).

Brand, model ………………………… Registration no. …………………….………………………

on (date[s])…………………………. , on the route ……………………………..*…………………* ,   
with a total distance of approx. *…………… .*

At the same time, I declare that:

1. I have a valid mandatory liability insurance (OC) and an accident insurance (NNW) for the car mentioned above,
2. I will not make claims to the University of Szczecin regarding any damages made to the car or damages caused while using the car mentioned above while traveling,
3. I will not make additional requests to the University of Szczecin to co-finance costs related to the made travel.

…………………………………………….

(date and signature of the University employee)

Vice-Rector’s decision: ………………………………………………………………………………

………………………………….

(Vice-Rector’s signature)