GREEN TRAVEL DECLARATION

“individual support” co-financing for travel days

I, the undersigned, ……………………………………………………………………………...……..,

 (name and surname)

employed in ……………………………………………………………………………………………

 (name of the US institute)

declare that the travel connected with the mobility to

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

 (name of institution, city, country)

in the period …………………………………………………………..……………………………...…

 (start and end dates)

will be realized by the following means of transportation:

- route to the destination before the start of mobility - ………………………..……………………… ,

 (name of main means of transportation)

travel date(s): ………………………..… , number of travel days: …………… .

- return to Poland after the end of mobility - ………………………..…………………………...... ,

 (name of main means of transportation)

travel date(s): ………………………..… , number of travel days: …………… .

I apply for an additional co-financing of additional travel days (different from dates of mobility) in the number of: …………… . Justification: …………………………………………………………………

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I declare that it is the most optimal form of travel regarding time, cost, and distance travelled.

……………………………..

(date and signature of requestee)

I agree to start or end\* of the travel made for the realization of the training/teaching mobility\* in the above-mentioned date(s). I find the indicated date(s) of travel legitimate and I declare that they do not collide with the work duties of the employee.

……………………………………………….………

(date and signature of the Institute Director/Head of unit)

REQUIRED ATTACHMENTS:

1. In case of travel by car – request for use of private or business car to realize a mobility approved by the vice-rector responsible for international cooperation (Attachment no. 2).
2. Planned itinerary in form a print (print screen) from available maps:
3. in case of travel by car or bicycle – taking into account possible accommodation.
4. in case of travel by ticketed means of transportation – taking into account available timetables and possible connections.

In justified cases, documents shall be presented to the Head of Supply and Transport Department for opinion.