

**Order No 3/2024 by the Director of the National Science Centre laying
down the terms and conditions of reimbursing travel expenses to
foreign members of Expert Teams dated 10 January 2024**

Pursuant to Article 30 (3) of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2023, item 153) and pursuant to Article 2 (3) of the Organizational Regulations of the National Science Centre's Office and according to the tasks of the Scientific Coordinators of the National Science Centre, as laid down in Order No 14/2023 of 14 February 2023 by the Director of the National Science Centre, it is hereby decided as follows:

Article 1 General Terms

Whenever this Order refers to:

- 1) NCN, it shall mean the National Science Centre;
- 2) Accounting Document, it shall mean any accounting document (debit note, voucher, invoice or receipt) issued by the Employer and including Expert's Travel expenses that the NCN must reimburse to the Employer pursuant hereto;
- 3) Director, it shall mean the Director of the National Science Centre;
- 4) Expert, it shall mean an expert carrying out an evaluation referred to in Article 22 (1) – (3) of the Act on the National Science Centre of 30 April 2010, whose permanent or temporary place of residence is outside the Republic of Poland;
- 5) Scientific Coordinator, it shall mean an NCN staff member designated to cooperate with the Expert, responsible for organising the work of the Expert Teams, conducting calls for research proposals in a single academic discipline or a group of disciplines and, in particular, making sure that they are conducted in a proper, impartial and reliable manner;
- 6) Travel, it shall mean travel by an Expert related to their performance of evaluation referred to in Article 22 (1) – (3) of the Act;
- 7) Act, it shall mean the Act on the National Science Centre of 30 April 2010 (consolidated text in Journal of Laws of 2023, item 153);
- 8) Settlement, it shall mean the settlement of travel expenses made by an Expert according to the template attached hereto as Annex 2; and 9) Order, it shall mean this Order.

Article 2 Subject Matter

The Order lays down the terms and conditions according to which Expert's Travel expenses shall be reimbursed.

Article 3 Cost Efficiency

When planning Travel and while travelling, traveling Experts shall abide by the principle of cost efficiency to ensure that budget funds are efficiently spent.

Article 4 Reimbursement of Travel Expenses

1. Experts shall only be reimbursed Travel expenses directly related to their duties vis-à-vis the NCN.

2. Subject to Article 4 (3), traveling Experts shall be reimbursed the cost of return travel from/to the Expert's place of permanent or temporary residence to/from the venue of the Expert Team meeting, by:
 - 1) plane (economy class),
 - 2) rail,
 - 3) bus,
 - 4) passenger car, subject to Article 5.
3. Reimbursement of Travel expenses shall not apply to the costs of hold baggage, insurance and local transport expenses, in particular cost of public transport fares and taxis.

The local transport referred to in this paragraph shall include commuting in a city/town of Expert's permanent or temporary residence or city/town hosting the Expert Team meeting. If that city/town is located in a metropolitan area, commuting in that area shall also be included.
4. The total reimbursement of Travel expenses shall not exceed the equivalent of EUR 700 in the event of Experts travelling from Europe and 2,000 USD in the case of Experts traveling from other countries.
5. The National Science Centre shall provide accommodation for the Experts pursuant to Article 6.

Article 5 Passenger Car

1. The Experts may travel by a passenger car not owned by the NCN, subject to the Director's prior consent granted pursuant to a request submitted by the Expert and attached hereto as Annex 1.
2. If travelling by a passenger car not owned by the NCN with the Director's prior consent, the Expert may request reimbursement of Travel expenses to the amount equivalent to the number of kilometres multiplied by the rate per kilometre, with the reservation that the Expert shall choose a route that respects the principles of cost efficiency and economy.
3. The rate per kilometre shall be PLN 0.70.
4. Any additional expenses related to the use of a passenger car referred to in Article 5 (1), in particular motorway tolls, parking fees, costs of extra accommodation, etc., shall not be eligible for reimbursement.
5. Any Travel by a passenger car referred to in Article 5 (1) shall be settled pursuant to the forms attached hereto as Annex 1 and Annex 2. The forms must be completed.

Article 6 Accommodation

1. A traveling Expert shall be entitled to accommodation one day before an Expert Team meeting, throughout its duration, and on its final day.
2. Experts shall accept the accommodation provided by the NCN or another entity in charge of organising Expert Team meetings.
3. Experts shall not be reimbursed for the use of hotel services at the accommodation site, in particular for the use of telephone, Internet, laundry services and other hotel services.
4. Article 6 (1) and Article 6 (2) shall not apply to Experts appointed by the Director as members of the Control Team.

Article 7 Special Cases of Reimbursement of Travel Expenses

In well-justified cases, the Director may, at the Expert's request submitted via the Scientific Coordinator, approve (in particular) reimbursement of Expert's Travel expenses otherwise than pursuant hereto, in particular approve reimbursement of:

- 1) Travel expenses that exceed the limit set in Article 4 (4);
- 2) Travel expenses to/from places other than the place of Expert's permanent or temporary residence.

Article 8 Settlement of Travel Expenses

1. The Settlement of Travel expenses must be in an electronic format and must bear an Expert's electronic signature or ID (available in the OSF submission system).
2. Experts must append their Settlements with legible scans or photographs of documents evidencing the Travel expenses (tickets, invoices, etc.). Experts who are unable to provide the documents to evidence the Travel expenses must append the Settlement with a written statement of expenses and reasons why they cannot be evidenced, a template of which is attached hereto as Annex 3, drafted pursuant to Article 8 (1) and Article 8 (3).
3. The Settlement shall be submitted to the NCN within 14 days of the last day of Travel. The Settlement shall be deemed submitted when e-mailed to the NCN together with the required documents at travel@ncn.gov.pl.
4. Travel expenses may also be settled by submitting an Accounting Document to the NCN issued by the Expert's employer, accompanied by copies of documents evidencing the Travel expenses (tickets, invoices, etc.). The Accounting Document shall be drafted in an electronic format and bear a qualified signature.
5. An Accounting Document referred to in Article 8 (4) shall be issued within 2 months of the date of the Expert's settlement of Travel expenses at the entity referred to in Article 8(4).
6. Travel expenses shall be reimbursed once the NCN has reviewed the contents and accounting aspects of the the Settlement or Accounting Document referred to in Article 8(1) or (4), as well as documents attached thereto.
7. Should any doubt arise as to the eligibility for reimbursement of Travel expenses presented by the Expert, the Expert shall, upon the NCN's request, provide additional explanations, or correct or supplement the Settlement within 1 month, in the form required by the NCN.
8. The NCN may refuse to reimburse Travel expenses incurred by the Expert in whole or in part or limit reimbursement of expenses to those that do not raise any doubts in cases where:
 - 1) the Expert fails to submit the Settlement or the Accounting Document referred to in Article 8 (1) or (4);
 - 2) the Expert fails to submit the documents evidencing the Travel expenses (tickets, invoices, etc.) or the statement referred to in Article 8(2);
 - 3) the Expert fails to provide explanations or correct or supplement the Settlement referred to in Article 8 (7), by the date specified by the NCN.
9. Subject to Article 8 (8), the NCN shall do its best to make sure that Travel expenses are reimbursed within 3 months of the date a complete and correct Settlement or Accounting Document referred to in Article 8(1) or (4) are

submitted to the NCN together a set of documents evidencing the Travel expenses, by wire transfer, to Expert's bank account specified in the Settlement or to the bank account specified in the Accounting Document.

Article 9 Transitional and final provisions

1. The Order shall enter into effect on the day of signing.
2. As of the day this Order enters into effect, Order No 31/2023 shall cease to have effect.

Director of the National Science Centre

The English version of this Order does not constitute a sworn translation and has been prepared as an auxiliary document for your convenience. In case of any doubts as to the interpretation of its provisions, the Polish version shall prevail.