

**Directive no 1/2018**  
**by the Director of the National Science Centre**  
**on the conditions of reimbursing travel expenses to foreign members**  
**of Expert Teams**  
**of 16<sup>th</sup> January 2018**

Pursuant to article 22 section 5 of the Act of 30<sup>th</sup> April 2010 on the National Science Centre (Journal of Laws of 2016, item 1071 as amended) and pursuant to § 2, section 4 of the Organisational Regulations of the Office of the National Science Centre attached to Directive no 82/2017 by the Director of the National Science Centre of 27<sup>th</sup> December 2017, it is hereby decided as follows:

**General provision**

**§ 1.**

This directive sets forth the terms and conditions of reimbursing travel expenses incurred with regard to providing assessments, referred to in article 22 sections 1–3 of the Act of 30<sup>th</sup> April 2010 on the National Science Centre, hereinafter referred to as “travels.”

**Interpretation**

**§ 2.**

Wherever the directive mentions:

- 1) the Director – it shall be understood as the Director of the National Science Centre;
- 2) the Centre – it shall be understood as the National Science Centre;
- 3) the Traveller – it shall be understood as an expert providing assessments referred to in article 22, sections 1–3 of the Act of 30<sup>th</sup> April 2010 on the National Science Centre, who permanently or temporarily resides outside Poland

**Travels**

**§ 3.**

1. Eligible forms of travel:
  - 1) by rail, on first- or second- class carriages;
  - 2) by coach/bus;
  - 3) by a car not owned by the Centre provided the Traveller has been granted permission by the Director of the Centre to do so, issued pursuant to an application drafted as outlined in Attachment no 1 hereto;
  - 4) by plane, in economy class;
  - 5) by ship/ferry.

2. A full reimbursement of travelling expenses must not exceed € 700 in total, when the Traveller travels from a European country, or \$ 2,000 in total when the Traveller travels from another country.

### **Car**

#### **§ 4.**

1. When travelling by a car not owned by the Centre, the Traveller shall be entitled to reimbursement for the amount equivalent to the number of kilometres driven multiplied by the rate per kilometre, with the reservation that the Traveller's choice of route adheres to the principles of efficiency and economy.
2. The rate per kilometre equals:
  - 1) PLN 0.5214 for a car with an engine capacity up to 900 cc;
  - 2) PLN 0.70 for a car with an engine capacity over 900 cc.
3. Additional expenses connected to the use of the car, i.e. tolls on motorways, charges for parking, costs of accommodation en route etc., shall not be eligible for reimbursement.
4. Settlement of expenses for travel by car shall be made based on the completed form given in Attachment no 2 hereto.

### **Accommodation**

#### **§ 5.**

1. The Traveller is entitled to accommodation on the day preceding a session of the Expert Team, over the course of the session, and on the session's final day.
2. The Traveller shall accept the accommodation provided by the Centre or other entity in charge of organising an Expert Team session.
3. The use of telephones, the Internet and other hotel services shall not be eligible for reimbursement.

### **The general principles for reimbursing travelling expenses**

#### **§ 6.**

1. The Traveller is obliged to respect the principle of economic efficiency when planning and carrying out travel with the value of the stated budget in mind.
2. Pursuant to article 13, section 2 of the Act of 30<sup>th</sup> April 2010 on the National Science Centre, the Traveller may be reimbursed only for the following travelling expenses: tickets, including ticket service charges, taxi fares, and the cost of travel by car, as stated in § 3, section 1, point 3 and § 4.
3. Reimbursement of travel expenses does not apply to baggage exceeding the free baggage allowance and to the travel insurance of the Traveller.
4. Provisions in § 5, sections 1–2 do not apply to experts appointed by the Director as members of the Control Team.

## **Settlement of travel expenses**

### **§ 7.**

1. The body appropriate for settling travel expenses is the Finance and Accounting Department of the Centre.
2. It shall be allowed to settle travel expenses by means of a debit note, a receipt or an invoice issued by the Traveller's principal employer. The notes must be accompanied by copies of documents constituting evidence of the travel expenses incurred. The documents thus attached should also be authenticated. An accounting document should be issued within 60 days of the date of settling the expenses by the Traveller. The Centre shall reimburse the Traveller for the expenses incurred within 60 days of receiving all the required documents.
3. In order to be reimbursed for travel expenses as referred to in § 7 section 1, one must submit a completed copy of the "Settlement of travel expenses" form (drafted as outlined in Attachment no 3 hereto) and a complete set of documents constituting evidence of the actual expenses incurred (original travel tickets, invoices, receipts etc.). Settlement of travel expenses shall be made within 14 days of the travel's end date. The Centre shall reimburse the Traveller for the expenses incurred within 60 days of receiving all the required documents.
4. The settlement and reimbursement of travel expenses shall be made by the Finance and Accounting Department based on the aforementioned set of documents, in the form of a money transfer to an indicated bank account.
5. Should obtaining a document (an invoice, a receipt, a ticket etc.) prove impossible, the Traveller shall submit a written statement on the expenses incurred and the reason for failure to document same (to be written in accordance with Attachment no 4 hereto).
6. Should the required documents be outstanding – with the exception of the case specified in section 5 – travel expenses shall not be settled, and the Traveller shall not be reimbursed for the expenses incurred.

## **Transitional and final regulations**

### **§ 8.**

1. The directive shall enter into force on the date of signing.
2. Entry into force of this directive repeals with effect Directive no 21/2016 as amended.

Director of the National Science Centre