Annex 3
to Order No 51/2022 of the Director of the National Science Centre on the terms and conditions of reimbursing travel expenses to foreign members of Expert Teams of 22.08.2022

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| --- | --- | --- | --- |
|  |  | **SETTLEMENT OF TRAVEL EXPENSES[[1]](#footnote-1)**  |   |
|  |  |  |  |  |  |  |  |
| *For* |  |  |  |
|  |  *(Name)* |  |  |
| *To* |   |  |  |  |  |
|  |  |  | (*Place*) |  |  |  |  |
| *Reason* |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *Bank account number* | IBAN:BIC/SWIFT: |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **TRAVEL EXPENSES RECEIPT** |  |  |
|  |  |  |  |  |  |  |  |
| **DEPARTURE** | **ARRIVAL** | Means of transport | Travel expenses according to receipts ii |
| City iii | Date | Time | City | Date | Time |
|  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   | Other expenses according to annexes iv |  |
| **TOTAL AMOUNT v** |   |
|  |  |
| *I hereby submit this receipt* | DD.MMM.YYYY(*Date*) | (*Expert’ signature/ ID)* |

1. Non-refundable expenses

|  |  |
| --- | --- |
| No | **List of basic non-refundable expenses** |
| 1 | Private ride not related to tasks performed to the NCN  |
| 2 | Cost of registered luggage  |
| 3 | Cost of insurance  |
| 4 | Additional expenses that cannot be deemed as reasonable or necessary for the Travel (e.g. additional train ticket fee charged when the ticket is not been paid in advance; carbon footprint fee) |
| 5 | Motorway toll, parking fees, petrol, etc, if traveling by car |

ii E.g. cost of plane/ train tickets or travelling by car.

iii Traveling starts/ ends at the place of residence or work.

iv E.g. taxi fare from/ to the railway station, bus station, airport and NCN headquarters evidenced by an invoice/ bill and validated Krakow transport tickets

v The total return travel cost must not exceed the equivalent of:

- 700 EUR if traveling from/to Europe

- 2,000 USD if traveling from/to other countries [↑](#footnote-ref-1)