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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | **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 | | |
|  |  | |  | |  | | |  | |  | | |  |  | | | |
|  |  | |  | |  | | |  | |  | | |  |  | | | |
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|  |  | |  | |  | | |  | |  | | |  |  | | | |
|  | | | | | | | | 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)