........................................................

date

........................................................

Family name and first name

.......................................................

organizational unit

........................................................

telephone number

**Application for an advance payment**

**on the trip abroad to (country of destination) .........................**

**within the period from ................... to ......................**

Please pay an advance payment according to the information in Travel abroad application form.

Please pay the advance payment as follows:

☐ in the bank (in the currency assigned to the country of destination [[1]](#footnote-0))

(ID card number.............................................................................)

☐ to my bank account number (in PLN\* / in the currency assigned to the country of destination 2\*) (delete as appropriate)

.....................................................................................................................................................

(bank account number - **IMPORTANT**: In case of advance payment in a currency other than PLN, please provide the full bank name, IBAN and SWIFT / BIC)

I agree to settle the advance payment within 14 days of returning to Poland. I authorize the University to deduct the unsettled advance payment from my next salary or scholarship.

.................................................................

signature of the person leaving

☐ tick as appropriate

Additional information from Department of Research / Department of Research and Projects:

The amount (including currency) of the advance payment according to information in Travel abroad application form...........

Signature of an employee of the Department of Research / Department of Research and Project………………………………..…….….

1. The currency is indicated in the annex to the minister's regulation on receivables due to an employee employed in a state or local government unit of the budget for a business trip: AMOUNT OF DIET PER DAY FOR A TRAVEL ABROAD AND A LIMIT FOR ACCOMMODATION IN INDIVIDUAL COUNTRIES (WYSOKOŚĆ DIETY ZA DOBĘ PODRÓŻY ZAGRANICZNEJ ORAZ LIMITU NA NOCLEG W POSZCZEGÓLNYCH PAŃSTWACH) (https://www.umk.pl/en/research/travel/) [↑](#footnote-ref-0)