………………………………………………..………… Toruń, ………………………………………….

Name and Surname

……………………………………..……….……………..

NCU unit

………………………………………..…………………

Telephone number

**APPLICATION FOR SETTLEMENT OF CANCELLED TRIP ABROAD**

I am hereby applying for settlement of cancelled trip abroad which was scheduled to take place ……………………………………………………………….. to ……………………..……………………………………………………………. for the purpose of …………………………………………………………………………………………………………………………………………………………. .

I am attaching accounting evidence of the expenses I have incurred below and agree to take action to recover the expenses and provide documentation to support the action taken.

Advance payment was taken/not taken\* in the amount of: .............................................. . I undertake to return it within 3 days to the University bank account from which the advance payment was made (in the transfer title please write: concerning the cancelled trip, name and surname).

The trip abroad was cancelled due to the following reason(s): ………………………………………………………………. …………………………………………………………………………………………………………………………………………………………………………… …………………………………………………………………………………………………………………………………………………………………………… …………………………………………………………………………………………………………………………………………………………………………. .

**Expenses incurred by the applicant:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Source of financing | Amount spent\*\* | Amount recovered\*\* | difference | currency |
| Ticket |  |  |  |  |  |
| Conference fee |  |  |  |  |  |
| Accommodation  |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total** |  |  |

…………………………………………………

 Applicant’s signature

I agree to cover all costs incurred by the applicant and the University in connection with the above-mentioned trip abroad from the following limit: …….…………………………………………………………………… .

………………………………………………..

Authorizer’s signature and stamp

\*) delete as appropriate

\*\*) the amount should be entered in the currency indicated on the accounting document.

 …………………………………………………………

 Rector/Authorized party