

**EXPENSES SETTLEMENT OF BUSINESS TRIP ABROAD No. ....**

<b>First and last name of the person on business trip</b>		<b>Name of the sending unit</b>
<b>Country</b>	<b>Town/ towns</b>	<b>Business trip purpose</b>
<b>Duration</b>		
From.....time ..... to .....time.....		
<b>Source of financing</b>		
<b>Expenses Incurred</b>		
<b>ALLOWANCES</b>	Number of allowances ..... x amount ..... total: .....	
Information about meals provided by the organizer / included in the price of the hotel:		
Number: breakfasts..... lunches..... dinners.....		
<b>ACCOMODATION</b>	According to accounts:	
	Lump sums: No. of nights .....x lump sum amount.....total.....	
<b>TRAVEL ALLOWANCE</b>		
<b>CONFERENCE FEE</b>		
<b>TRANSIT / FLIGHT</b>		
<b>OTHER EXPENSES</b>		
<b>Total expenses</b>		
<b>Collected Advance Payment</b>		
<b>Expended</b>		
<b>Number of attached invoices (records)</b>  .....	<b>To return:.....</b>	<b>To pay:.....</b>
	Bank account no.: .....	

<b>I submit this settlement</b>	<b>Collegium Medicum</b>			<b>Toruń campus</b>	
	<b>The settlement verified in terms of contents</b>	<b>The settlement verified in formal terms</b>	<b>The settlement verified in accounting terms</b>	<b>The settlement of the incurred expenses verified in terms of contents</b>	<b>The settlement of the incurred expenses verified in formal and accounting terms</b>
(signature of the person on business trip, date)	(signature)	(signature)	Equivalent in PLN: ..... (signature)	(signature)	Equivalent in PLN: ..... (signature)
<b>APPROVED</b>					
Bursar/ Deputy Bursar for CM			Chancellor/ Deputy Chancellor for CM		