



BIULETYN PRAWNY

UNIwersytetu Mikołaja Kopernika w Toruniu

Rok 2019; poz. 40

ORDER No. 15

of the Rector of the Nicolaus Copernicus University in Toruń

of 12 February 2019

**on travel abroad of employees, doctoral students and students
of the Nicolaus Copernicus University in Toruń**

Pursuant to art. 53.3.4 and art. 53.4.6 of the Statutes of the Nicolaus Copernicus University in Toruń of 22 October 2013 (Biuletyn Prawny UMK of 2017, item 252 as amended) in connection with the resolution of the Minister of Labour and Social Policy of 29 January 2013 on the Amounts Payable an Employee of a State or Local Government Budgetary Unit for Official Travel (Dz. U. of 2013, item 167)

it is ordered as follows:

Article 1

1. Employees, doctoral students and students may travel abroad on the basis of a referral issued by a competent body to implement tasks of the Nicolaus Copernicus University in Toruń, hereinafter referred to as the "University".
2. The travels referred to in art. 1.1 shall take place in particular with the purposes of:
 - 1) conducting scientific research;
 - 2) conducting teaching activity;
 - 3) training involving:
 - a) pursuing part of the first-cycle, second-cycle degree programmes, or long-cycle Master's programme,
 - b) doctoral studies, postdoctoral studies and other forms of education,
 - c) scientific, artistic or specialist internships.
3. The travels referred to in art. 2.1 and art. 2.2 shall take place in particular in order to participate in congresses, conferences, symposia, workshops, scientific and research projects, etc.
4. The decision on the travel shall be taken by:
 - 1) rector as regards vice-rectors, deans and the chancellor;
 - 2) competent vice-rector, appointed by the rector, as regards all the employees, doctoral students and students travelling abroad for a period exceeding one month insofar as the rector's powers are not specified in specific provisions;
 - 3) competent vice-rector appointed by the rector as regards:
 - a) heads of inter-faculty and university organisational units and university teachers employed in these units who travel abroad for up to one month,

- b) employees who are not academic teachers, other than those referred to in art. 4.4.4, who travel abroad for a period of up to 1 month;
- 4) the dean as regards the faculty staff, doctoral students and faculty students travelling abroad for up to one month.
- 5. The outgoing person shall submit to the Department of International Cooperation or the Collegium Medicum Department of Research respectively, an application for travel abroad approved by the relevant superior. The template of the application shall be:
 - 1) annex no. 1 for the Toruń campus available on the website of the Department of International Cooperation together with:
 - a) an order for the purchase of a ticket containing information about the selected means of transport, date, route and class, in the case of purchase by the Department of International Cooperation, in accordance with the template set out in the annex to order No. 14 of the NCU Rector of 12 February 2019 on the procedure for the purchase of air, rail and coach tickets for employees, doctoral students, students and foreign visitors to the Nicolaus Copernicus University in Toruń, Toruń campus (Biuletyn Prawny UMK of 2019, item 39) - applies to the Toruń campus or
 - b) information on the purchase of the ticket on one's own, specifying the selected means of transport, date, route and class - applies to the Toruń campus;
 - 2) annex no. 2 for the Bydgoszcz campus available on the website of the Collegium Medicum Department of Research.
- 6. An application for the travel abroad shall be submitted at least 14 days before the date of the planned departure or payment of the relevant fees.
- 7. In the case of business travels to third countries, the application shall be accompanied by the consent to the transfer of personal data in accordance with the template set out in annex 3.
- 8. Should an advance payment of the conference fee be required, an INVOICE or a PROFORMA INVOICE issued to the Nicolaus Copernicus University in Toruń, Gagarina 11, 87-100 Toruń, NIP: PL 8790177291 showing the amount of fees or a document calling for the payment of the fee with the accurate bank and beneficiary details be attached. In the latter case, the employee on their return shall present the original of the bill or else the amount previously transferred shall be returned. The employee shall sign the statement in accordance with the template set out in annex 4.

Article 2

1. The organisation of the travel shall be handled by the Department of International Cooperation or the Collegium Medicum Department of Research respectively, which shall purchase the tickets as requested by the employee.
2. The employee's own car may be used for travel in exceptional cases. The costs shall be reimbursed in PLN in the amount equal to the product of the number of kilometres driven and the rate per one kilometre of mileage as laid down in the Rector's order on the use for business purposes of passenger cars which are not owned by the University based on the printout from the "Roadmap of Europe" computer programme produced by the Department of Supplies and Transport or on the confirmation from the Collegium Medicum General Mailroom.
3. The costs of travelling from Toruń or Bydgoszcz to the airport or railway station respectively shall be settled under the domestic business travel document.
4. An employee shall be entitled to a fixed-rate allowance to cover travel expenses from and to a railway or bus station, airport or sea port in the amount of one allowance in the foreign destination, the so-called travel allowance.

5. The employee shall not be entitled to the flat-rate allowance referred to in art. 2.3 and 2.4 if the employee travels in a private car or if the foreign party provides for free transport.

Article 3

1. The subsistence allowance for business travel outside the country shall be intended to cover subsistence and other minor expenses. The amount of allowance per 24 hours of travel in each country is set out in separate regulations. Information on current rates of allowances is available on the website of the University.
2. Where a business travel is undertaken under an international programme and financed from project funds, the employee may receive a subsistence allowance higher than that referred to in art. 3.1 provided that such an amount is specified in the contract or project budget and is approved by the authorising officer and the relevant administrative unit of the University settling the project.
3. The allowance shall be calculated as follows:
 - 1) a full allowance is payable for every 24-hour travel;
 - 2) for an incomplete 24-hour travel:
 - a) 1/3 of the allowance is payable for up to 8 hours,
 - b) 1/2 of the allowance is payable for more than 8 hours to 12 hours,
 - c) full allowance is payable for more than 12 hours;
 - 3) the time of the travel abroad shall be counted as follows when travelling:
 - a) by land – from the moment of crossing the national border on the way abroad until the moment of crossing it on the way back home,
 - b) by air - from the moment the aircraft takes off on its way abroad from the last airport in the country until the aircraft lands on its way back at the first airport in the country,
 - c) by sea - from the time the ship (ferry) leaves the last Polish port until the ship (ferry) enters the first Polish port on its return journey.
4. The employee who receives free full board abroad shall be entitled to 25% of the allowance set out in accordance with art. 3.3.
5. The amount of the allowance shall be reduced accordingly by the cost of the free meals:
 - 1) breakfast – 15% of the allowance;
 - 2) lunch – 30% of the allowance;
 - 3) dinner – 30% of the allowance .

Article 4

1. The employee shall be reimbursed for overnight accommodation in the amount stated on the invoice within the limit set out in separate regulations. Information on current limit rates can be found on the website of the University.
2. Should the employee fail to submit an invoice, they may receive a fixed rate amount of 25% of the limit. No fixed rate is payable for travel time.
3. A fixed rate shall not apply where the University or a foreign party provides free accommodation for the employee, or where the travel is financed under an international programme and the contract or project budget do not provide for a fixed rate for that purpose.

Article 5

1. The employee shall receive an advance payment for the necessary travel and subsistence expenses abroad on the basis of an application, a template of which is attached as Annex 5.

2. The advance payment shall be made in foreign currencies or at the employee's request in PLN.
3. Where an employee collects an advance payment in PLN, the foreign currency conversion rate to the Polish currency shall be the sales rate for the money of the bank serving the University in force on the day of payment.
4. The advance payment shall be made by bank transfer on the basis of an order issued by the Department of International Cooperation or the Collegium Medicum Department of Research respectively according to the template set out in Annex 6, or at the request of the employee the advance payment shall be paid in cash either in a bank or at the cash office of the University on the basis of an order issued by the Department of International Cooperation or the Collegium Medicum Department of Science respectively in accordance with the template set out in Annex 7.
5. The employee who has not applied for an advance payment for business travel, but who has covered travel expenses from their own resources other than in cash, which they claim on their return, must attach supporting documents to their invoices or bank accounts. Otherwise, the costs incurred shall be reimbursed according to the sales exchange rate for the money of the bank servicing the University.

Article 6

1. The employee must submit a travel expense settlement within 14 days. All documents supporting the expenditure incurred, i.e. tickets, invoices, bills, shall be submitted to the Department of International Cooperation or the Collegium Medicum Department of Research respectively. The settlement shall be made in the currency of the advance payment collected, subject to art. 6.2. A template for the advance payment settlement is attached as Annex 8.
2. Where the amount of expenditure incurred exceeds the amount of the advance payment collected, the employee shall be reimbursed the difference in PLN or in foreign currencies to the bank account indicated.
3. The settlement of the account for the business travel abroad shall be made in the first instance up to the amount of the advance paid to the employee and in the event that the advance paid is exceeded, the differences between the amount of the expenditure and the amount of the advance shall be measured on the basis of the exchange rate resulting from bank documents confirming the payment submitted by the employee or according to the sales exchange rate for money of the bank whose services the University uses.
4. The return of unused advance payment collected in PLN shall be made in PLN at the rate on the day the advance payment is collected.
5. The unused advance payment collected in PLN shall be reimbursed in PLN at the exchange rate on the day the advance payment is collected.
6. The unused advance payment collected in foreign currencies shall be returned to the University's bank account in foreign currency or in PLN, and the currency conversion rate shall be the rate of its purchase by the University as in force on the date of payment of the advance payment
7. Unused currency may be returned to the cash office in PLN in exceptional cases. The currency converter shall be the rate of purchasing the currency by the University as in force on the date of the advance payment.

Article 7

With the consent of the Rector, the provisions of the order shall apply accordingly to persons other than employees, doctoral students and students of the University.

Article 8

Order No. 68 of the NCU Rector of 14 April 2014 on mobility abroad of employees, doctoral students and students of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK No. 2, item 190) shall be repealed.

Article 9

The order becomes effective as of 12 February 2019.

R E C T O R

Prof. dr hab. Andrzej Tretyn