

Procedure for Domestic Travel for Doctoral Students

Application for Travel Funding

- Submitting an application for funding is **mandatory before the trip begins and before any costs are incurred**.
- The application must be submitted **no later than 14 days before the planned departure date**. Applications submitted after the trip will not be considered.
- The application form (“Application for Funding – Travel Requirement Submission”) is available on the Doctoral School’s website.

The application should include:

- the purpose and nature of the trip (e.g. participation in a conference / archival research / field research / seminars, etc.; form of participation – on-site / online),
- dates and place of the trip,
- a detailed breakdown of costs, e.g. conference fee, per diem, accommodation costs, travel costs, other costs (if applicable),
- the total amount of requested funding.

For calculating per diem allowances, the following calculator may be used:

<https://kalkulatory.gofin.pl/kalkulatory/kalkulator-krajowej-podrozy-sluzbowej>

Special Situations

A) Internship-type trip

- A separate procedure applies – please consult the documentation regarding domestic internships.

B) Travel by private car

- If a doctoral student intends to undertake a business trip using a private vehicle, they are required to:
 - obtain prior consent from the Director of the Doctoral School,
 - sign an agreement on the use of a private vehicle for business purposes,
 - undergo the required medical examinations confirming fitness to drive.
- Additionally, a vehicle mileage log in accordance with applicable regulations must be submitted with the settlement.

C) Domestic travel as part of an international trip

- A separate domestic application must be submitted for costs incurred in Poland.

International Travel

- The procedure for international travel is described on the website:
<https://www.umk.pl/wspolpraca/wyjazdy/>
- International travel is settled by the Mobility Settlement Section; however, the generated international travel application must also be signed by the Director of the Doctoral School.

Settlement of Conference Fees

A) Fee paid by the University

- Submission of the original PIT-8C attachment (available for download from the website) is required.
- A pro forma or advance invoice containing all required details must be provided, including:
 - issuer and recipient details (UMK),
 - description of the service,
 - detailed breakdown of amounts (net, gross, VAT),
 - payment deadline and bank transfer details.

- After the conference fee has been paid, a final invoice should be issued and must also be submitted to the secretariat.

Note: The University does not make payments based on details sent by e-mail or included only in the application.

B) Fee paid by the doctoral student (with the possibility of reimbursement)

- The doctoral student makes the payment independently, **only after the application has been approved.**
- The invoice must be issued to UMK's details and include information on the payment and its date.
- For settlement purposes, the following must be submitted:
 - the invoice,
 - the PIT-8C attachment,
 - proof of payment (e.g. bank transfer confirmation).

Settlement of Other Costs

Accommodation costs:

- Invoices must be issued **in the doctoral student's name**, without UMK details.
- If payment was made by card, proof of payment must be attached.
- It must be indicated whether meals were included in the accommodation price (e.g. "without breakfast" – noted on the back of the invoice and signed by the doctoral student).

Travel costs (e.g. rail travel):

- Tickets and proof of payment are required if the transaction was made by card.

Only invoices related to accommodation, travel, and the course of the entire business trip contain the doctoral student's details. Other invoices, such as conference or publication fees, should be issued to the University.

Travel Documents and Final Settlement

- Before departure, the travel authorization (delegation) form must be obtained (available on the Doctoral School's website or from the secretariat).
- After returning, the following must be submitted:
 - the completed travel authorization form:
 - on the first page: first and last name, student ID number, doctoral student (as position), purpose, destination, and dates of travel,
 - on the second page: the start time of the trip according to tickets,
 - a signature in the field “I hereby submit this account”,
 - bank account number (for reimbursement of costs),
 - original invoices, tickets, proof of payment, and any additional documents (e.g. vehicle mileage log when using a private car).

ALL DOCUMENTS MUST BE SUBMITTED IN ORIGINAL FORM TO THE SECRETARIAT.