Attachment no 3 to Directive no 21/2016

 by the Director of the National Science Centre

 on the conditions of reimbursing travel expenses

 to foreign members of Expert Teams of 9th June 2016

|  |  |  |  |
| --- | --- | --- | --- |
| *official seal* |  | **SETTLEMENT OF TRAVEL EXPENSES NO.** |   |
|  |  |  |  |  |  |  |  |
|  |  | *of date* |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *for* |  |  |  |
|  | *name and surname* |  |  |
| *acting in the capacity of* |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *to* |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *for the period from* |   |  | *to* |   |  |
|  |  |  |  |  |  |  |  |
| *for the purpose of* |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *means of transport* |   |  |  |  |  |
|  |  |  |  |  |  |
| *bank account no.* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |
|  |  | **TRAVEL EXPENSES RECEIPT** |  |  |
|  |  |  |  |  |  |  |  |
| **DEPARTURE** | **ARRIVAL** | means of transport | cost of travel |
| city | date | time | city | date | time |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| *Verified with regard* *to its accounting data* | *Verified with regard* *to its factual content* | Travel and local transportation: total |  |
|  |  |  |  |
|   |  |  |   | Accommodation according to receipts |  |
|   |  |  |   |
| *date and signature* |   | *date and signature* | Other expenses according to attachments |  |
|   |   |   |   | **TOTAL** |  |
| Approved for the sum of: |   |  |   | Advance payment |  |
|   |  |  |   |
|  |  |  |  | To be paid / ~~returned~~ |  |
|  |  |   | I submit the hereby receipt  |
|   |  |  |   |  |  |  |   |
| *date and signature of the Chief Accountant* |  | *date and signature of the Director* |   |  |   |   |
|   |  |  |  | *date* |  | *signature* |