

**Order No 50/2019**  
**of the Director of the National Science Centre**  
**on the conditions of reimbursing travel expenses to foreign members of Expert Teams**  
**of 26 July 2019**

Pursuant to Article 22 (5) of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended) and pursuant to § 2 (3) of the Organizational Regulations of the National Science Centre's Office and according to the tasks of the Scientific Coordinators of the National Science Centre, the consolidated text of which forms Annex 1 to Order No 17/2019 of the NCN Director of 27 February 2019, it is hereby decided as follows:

**§ 1.**

**General terms**

Whenever the Order refers to:

- 1) Director, it shall mean the Director of the National Science Centre,
- 2) NCN, it shall mean the National Science Centre;
- 3) Expert, it shall mean an expert carrying out evaluation referred to in Article 22 (1) – (3) of the Act on the National Science Centre of 30 April 2010, whose permanent or temporary place of residence is outside the Republic of Poland;
- 4) Scientific Coordinator, it shall mean an NCN staff member competent to cooperate with the Expert, responsible for organizing the work of the Expert Teams, conducting calls for research proposals in a single academic discipline or a group of disciplines and, in particular, ensuring that they are conducted in a proper, impartial and reliable manner;
- 5) Travel, it shall mean any travel undertaken by an Expert in order to perform an evaluation referred to in Article 22 (1) – (3) of the Act;
- 6) Act, it shall mean the Act on the National Science Centre of 30 April 2010 (i.e. Journal of Laws of 2018, item 947, as amended);
- 7) Settlement, it shall mean the settlement of travel expenses drawn up by an Expert according to the template attached hereto as Annex 3 ;
- 8) Order, it shall mean this Order.

**§ 2.**

**Subject matter of the Order**

The Order lays down the terms and conditions according to which Expert's Travel expenses shall be settled.

**§ 3.**

**Cost efficiency**

When planning Travel and travelling, an Expert shall abide by the principle of cost efficiency to ensure that budget funds are spent in an effective way.

**§ 4.**

**Reimbursement of Travel expenses**

1. Travelling Experts shall only be reimbursed Travel expenses directly related to the performance of their duties for the NCN, including the costs of:
  - 1) travel;
  - 2) local transportation;
  - 3) other necessary and evidenced expenses specified or approved by the Director as needed.
2. The NCN shall provide the Experts with accommodation pursuant to §8.

**§ 5.**

**Means of transport**

The Experts may travel:

- 1) by rail (first or second-class fares);
- 2) by bus, tram, tube or taxi;
- 3) by passenger car not owned by the NCN, with the Director's consent;
- 4) by plane (economy class fare);
- 5) by ship/ferry.

**§ 6.**

**Travel and local transportation expenses**

1. The reimbursement of travel and local transportation expenses shall cover:
  - 1) the cost of return tickets from the Expert's place of permanent or temporary residence to the registered office of the NCN, including ticket service charges;
  - 2) the costs of local transportation tickets and taxi fares;
  - 3) the costs of travel by a passenger car not owned by the NCN pursuant to § 7.

2. The reimbursement of travel expenses shall not include the costs of checked bags and insurance of an Expert.
3. Should an Expert use the services of an airline in which a standard ticket price does not include hand luggage, seat reservation and on-board meals, the Expert may request reimbursement of such expenses, with the exception of the cost of alcoholic beverages.
4. The total reimbursement of travel expenses shall not exceed the equivalent of EUR 700 if an Expert travels from a European country and USD 2000 in the case of other countries.

## **§ 7.**

### **Passenger car**

1. An Expert may travel by a passenger car not owned by the NCN, subject to the Director's prior consent granted on the basis of a request submitted by the Expert and enclosed herewith as Annex 1.
2. If travelling by a passenger car not owned by the NCN with the Director's prior consent, an Expert may request reimbursement of travel expenses to the amount equivalent to the number of kilometres multiplied by the rate per kilometre, with the reservation that the Expert shall choose a route that respects the principles of efficiency and economy.
3. The rate per kilometre shall amount to:
  - 1) 0.5214 PLN for cars with engine displacement of up to 900 cm<sup>3</sup>;
  - 2) 0.70 PLN for cars with engine displacement over 900 cm<sup>3</sup>.
4. Any additional expenses related to the use of the car referred to in Section 1, and in particular motorway tolls, parking fees, costs of extra accommodation, etc., shall not be eligible for reimbursement.
5. Any travel by car referred to in Section 1 shall be settled pursuant to the completed form attached hereto as Annex 2.

## **§ 8.**

### **Accommodation**

1. An Expert shall be entitled to accommodation one day before the Expert Team meeting , throughout its duration, and on its final day.
2. The Expert shall accept the accommodation provided by the NCN or another entity in charge of organizing Expert Team meetings.
3. The use of phones, the Internet and other hotel services at the accommodation site shall not be eligible for reimbursement.
4. § 8 (1) – (2) shall not apply to Experts appointed by the Director as members of the Control Team.

**§ 9.**

**Reimbursement of other Travel expenses**

In justified cases, the Director may, at the request of an Expert submitted via the Scientific Coordinator, approve reimbursement of:

- 1) travel expenses that exceed the limit set in § 6 (4);
- 2) the expenses of Travel to and from places other than the Expert's permanent or temporary place of residence;
- 3) other expenses directly related to Travel referred to in § 4 (1) (3).

**§ 10.**

**Settlement of Travel expenses**

1. Subject to Section 3, in order to settle travel expenses an Expert shall submit a Settlement in writing or by e-mail to the NCN's Expert Support Team.
2. The Settlement must be appended with the documents evidencing the actual Travel expenses (tickets, invoices, bills, receipts, etc.).
3. The Settlement shall be submitted to the NCN within 14 days from the last day of Travel.
4. Travel expenses may also be settled by submitting the original accounting document (debit note, receipt or invoice) issued by the Expert's employer, accompanied by copies of documents evidencing the actual Travel expenses (tickets, invoices, bills, receipts, etc.).
5. The accounting document referred to in Section 4 shall be issued within 60 days from the date of the Expert's settlement of Travel expenses at the entity referred to in Section 4.
6. If an Expert cannot receive the documents to evidence the actual Travel expenses (tickets, invoices, bills, receipts, etc), the Settlement or the accounting document referred to in Section 4 shall be appended with an Expert's written statement of the expenses incurred and reasons why they cannot be evidenced (the template of such statement shall be attached hereto as Annex 4).
7. Travel expenses shall be reimbursed once the NCN has reviewed the Settlement or accounting document referred to in Section 4, as well as documents attached thereto in terms of contents and accounting aspects.
8. Should doubts arise as to the eligibility for reimbursement of Travel expenses presented by the Expert, the Expert shall, upon the NCN's request, provide additional explanations, or correct or supplement the Settlement within 30 calendar days.

9. The NCN may refuse to reimburse Travel expenses incurred by the Expert in whole or in part or limit reimbursement expenses to those that do not raise any doubts in cases where:
  - 1) the Expert fails to submit the Settlement or the accounting document referred to in Section 4;
  - 2) the Expert fails to submit the documents evidencing the actual Travel expenses (tickets, invoices, bills, receipts, etc.) or the statement referred to in Section 6;
  - 3) the Expert fails to provide explanations, or correct or supplement the Statement, as laid down in Section 8, within the deadline specified by the NCN.
10. Subject to Section 9, Travel expenses shall be reimbursed within 60 days from the submission of a complete and correct Settlement or accounting document referred to in Section 4, together with the documents evidencing the actual Travel expenses, by wire transfer to the bank account specified by the Expert in the Settlement or to the bank account specified in the accounting document.

#### **§ 11.**

#### **Transitional and final provisions**

1. The Order shall enter into force on the day of signing.
2. As of the day hereof, Order No 1/2018 (as amended) shall lose its force.

Director of the National Science Centre