

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

Pursuant to article 22 section 5 in relation to article 13 section 2 of the Act of 30th April 2010 on the National Science Centre (Journal of Laws 2015, pos. 839), and pursuant to § 2 section 4 of the Organisational Regulations of the Office of the National Science Centre attached to Directive no 8/2016 by the Director of the National Science Centre of 1st April 2016, it is provided as follows:

General provision

§ 1.

The hereby directive sets forth the terms and conditions of reimbursing expenses incurred by members of Expert Teams when directly involved in performing their statutory duties, hereinafter referred to as “travels.”

Interpretation

§ 2.

Wherever the directive mentions:

- 1) the Director – it shall be understood as the Director of the National Science Centre;
- 2) the Centre – it shall be understood as the National Science Centre;
- 3) the Traveller – it shall be understood as a foreign member of an Expert Team who permanently or temporarily resides outside Poland.

Travels

§ 3.

1. Eligible forms of travel:
 - 1) by rail, on first- or second-class carriages;
 - 2) by coach/bus;
 - 3) by a car not owned by the Centre. The Traveller may use a car to cover distances between the place of departure and the venue of an Expert Team session, shorter than 1000 kilometres, on condition that the Traveller has been granted permission of the Director of the Centre to do so, issued pursuant to an application drafted as outlined in Attachment no. 1 to the aforementioned directive;
 - 4) by plane, in economy class.
2. Transfers from and to a rail/bus station, or an airport, as well as transfers from and to the venue where an Expert Team session is being held may be carried out using available means of communication (e.g. city buses, trams, trains, mini-buses, cabs etc. offering their services in

the given locality). The Traveller will be reimbursed for the expenses actually incurred.

3. A full reimbursement of travelling expenses must not exceed € 700 in total, when the Traveller travels from a European country, or \$ 2000 in total when the Traveller travels from another country.
4. Should it be deemed justified, the Traveller may address their respective Coordinator with a written request to the Director for permission to increase the quotas referred to in section 3.
5. Reimbursement of other necessary expenses directly related to travel can be obtained solely by the Director's approval of a written request with a justification.

Car

§ 4.

1. When traveling by a car not owned by the Centre, the Traveller shall be entitled to reimbursement for the amount equivalent to the number of kilometres driven multiplied by the rate per kilometre, with the reservation that the Traveller's choice of route adheres to the principles of efficiency and economy.
2. The rate per kilometre equals:
 - 1) PLN 0.5214 for a car with an engine capacity up to 900 cc;
 - 2) PLN 0.70 for a car with an engine capacity over 900 cc.
3. Additional expenses connected to the use of the car, i.e. tolls on motorways, charges for parking, costs of accommodation en route etc., shall not be eligible for reimbursement.
4. Settlement of expenses for travel by car shall be made based on the completed form in Attachment no 2 to the aforementioned directive.

Accommodation

§ 5.

1. The Traveller is entitled to accommodation on the day preceding a session of the Expert Team, over the course of the session, and on the session's final day.
2. The Traveller shall accept the accommodation provided by the Centre. Responsibility for the booking, at a hotel with which the Centre has a contract signed, lies with the Centre's Organisational Department.
3. The use of telephones, Internet and other hotel services shall not be eligible for reimbursement.

The general principle for reimbursing travelling expenses

§ 6.

The Traveller is obliged to respect the principle of economic efficiency when planning and carrying out travel with the value of the stated budget in mind.

Settlement of travel expenses

§ 7.

1. The appropriate body for settling travel expenses is the Finance and Accounting Department of the Centre.
2. It shall be allowed to settle travel expenses by means of a debit note, a receipt or an invoice issued by the Traveller's principal employer. The notes must be accompanied by copies of documents constituting evidence of the travel expenses incurred. The documents thus attached should also be authenticated. An accounting document should be issued within 60 days of the date of settling the expenses by the Traveller. The Centre shall reimburse the Traveller for the expenses incurred within 60 days of receiving all the required documents.
3. In order to be reimbursed for travel expenses as referred to in § 7 section 1, one must submit a completed copy of the "Settlement of travel expenses" form (drafted as outlined in Attachment no 3 to the hereby directive) and a complete set of documents constituting evidence of the actually expenses incurred (original travel tickets, invoices, receipts etc.). Settlement of travel expenses shall be made within 14 days of the travel's end date. The Centre shall reimburse the Traveller for the expenses incurred within 60 days of receiving all the required documents.
4. The settlement and reimbursement of travel expenses shall be made by the Finance and Accounting Department based on the aforementioned set of documents, in the form of a money transfer to an indicated bank account.
5. Should obtaining a document (an invoice, a receipt, a ticket etc.) prove impossible, the Traveller shall submit a written statement on the expenses incurred and the reason for failure to document same (to be written in accordance with Attachment no 4 to the hereby directive).
6. Should the required documents be outstanding – with the exception of the case specified in section 5 – travel expenses shall not be settled, and the Traveller shall not be reimbursed for the expenses incurred.

Transitional and final regulations

§ 8.

1. The directive shall enter into force at the moment of signing.
2. Starting on the day of the hereby directive entering into force, Directive no 24/2013 by the Director of the National Science Centre of 10th March 2013 on reimbursing travel expenses to members of Expert Teams ceases to be legally binding.
3. Travels commenced before the date of the hereby directive entering into force, shall be dealt with in accordance with the regulations set forth in Directive no 24/2013 by the Director of the National Science Centre of 10th March 2013 on reimbursing travel expenses to members of Expert Teams.

Director of the National Science Centre