

Order No 51/2022
of the Director of the National Science Centre on the terms and conditions of
reimbursing travel expenses to foreign members of Expert Teams
of 22 August 2022

Pursuant to Article 22 (5) of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2019, item 1384, 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 is attached as Annex 1 to Order No 75/2021 of the NCN Director of 26 November 2021, it is hereby decided as follows:

§ 1.
General terms

Whenever this Order refers to:

- 1) NCN, it shall mean the National Science Centre;
- 2) Accounting Document, it shall mean any accounting document (debit note, voucher, invoice or receipt) issued by the Employer and including Expert's Travel expenses that the NCN must reimburse to the Employer pursuant hereto;
- 3) Director, it shall mean the Director of the National Science Centre
- 4) Expert, it shall mean an expert carrying out an 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;
- 5) Scientific Coordinator, it shall mean an NCN staff member designated 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, making sure that they are conducted in a proper, impartial and reliable manner;
- 6) Travel, it shall mean travel by an Expert related to their performance of evaluation referred to in Article 22 (1) – (3) of the Act;
- 7) Act, it shall mean the Act on the National Science Centre of 30 April 2010 (i.e. Journal of Laws of 2019, item 1384, as amended);
- 8) Settlement, it shall mean the settlement of travel expenses made by an Expert according to the template attached hereto as Annex 3; and
- 9) Order, it shall mean this Order.

§ 2.
Subject matter hereof

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

§ 3.
Cost efficiency

When planning Travel and while travelling, traveling Experts shall abide by the principle of cost efficiency to ensure that budget funds are efficiently spent.

§ 4.
Reimbursement of Travel expenses

1. Travelling Experts shall only be reimbursed Travel expenses directly related to their performance of obligations vis-à-vis 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, upon the Director's consent;
- 4) by plane (economy class);
- 5) by ship/ferry.

§ 6.
Travel and local transportation expenses

1. 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 NCN's headquarters, 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 Expert's checked bags and insurance.
3. Should an Expert use the services of an airline where 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 700 EUR if an Expert travels from Europe and 2,000 USD 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 pursuant to a request submitted by the Expert and attached hereto 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 cost efficiency and economy.
3. The rate per kilometre shall amount to:
 - 1) 0.5214 PLN for cars with engine displacement of up to 900 cm³;
 - 2) 0.70 PLN for cars with engine displacement over 900 cm³.
4. Any additional expenses related to the use of a passenger 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 a passenger car referred to in Section 1 shall be settled pursuant to a form attached hereto as Annex 2 that must be completed.

§ 8.
Accommodation

1. A traveling Expert shall be entitled to accommodation one day before an Expert Team meeting, throughout its duration, and on its final day.
2. An Expert shall accept the accommodation provided by the NCN or another entity in charge of organizing Expert Team meetings.
3. The use of telephones, 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 well-justified cases, the Director may, at the Expert's request submitted via the Scientific Coordinator, approve reimbursement of:

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

§ 10.

Settlement of travel expenses

1. The Settlement of Travel expenses must be in an electronic format and must bear an Expert's electronic signature and ID (available in the OSF submission system).
2. The Experts must append the Settlement with legible scans or photographs of documents evidencing the actual Travel expenses (tickets, invoices, bills, receipts, etc.). If an Expert cannot receive the documents to evidence the actual Travel expenses, the Settlement must be appended with an Expert's written statement of the expenses and reasons why they cannot be evidenced, a template of which is attached hereto as Annex 4 and which must be drafted pursuant to Sections 1 and 3.
3. The Settlement shall be submitted to the NCN within 14 days of the last day of Travel. The Settlement shall be deemed submitted when e-mailed to the NCN together with the required documents at travel@ncn.gov.pl.
4. Travel expenses may also be settled by submitting an Accounting Document to the NCN issued by the Expert's employer, accompanied by copies of documents evidencing the actual Travel expenses (tickets, invoices, bills, receipts, etc.). The Accounting Document shall be drafted in an electronic format and bear a qualified signature.
5. An Accounting Document referred to in Section 4 shall be issued within 60 days of the date of the Expert's settlement of Travel expenses at the entity referred to in Section 4.
6. Travel expenses shall be reimbursed once the NCN has reviewed the contents and accounting aspects of the the Settlement or Accounting Document referred to in Sections 1 or 4, as well as documents attached thereto.
7. Should any doubt 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.
8. 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 Sections 1 or 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 2;
 - 3) the Expert fails to provide explanations, or correct or supplement the Settlement, as laid down in Section 7, within the deadline specified by the NCN.
9. Subject to Section 8, Travel expenses shall be reimbursed within 90 days of the submission of a complete and correct Settlement or Accounting Document referred to in Sections 1 and 4, together a set of 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. The Order shall apply to the Travel after the date of its entry into effect.
3. As of the day this Order enters into force, Order No 50/2019 (as amended) shall lose its force.

Director of the National Science Centre

The English version of this Resolution does not constitute a sworn translation and has been prepared as an auxiliary document for your convenience. In case of any doubts as to the interpretation of its provisions, the Polish version shall prevail.

Date the document is completed by an Expert

(Expert's name)

(Date)

A letter of request

Please let me travel by a passenger car not owned by the National Science Centre:

- registration number
- engine capacity

Itinerary:

from to and back to
.....

Date of departure date of return

Applicant's statement

I hereby acknowledge that the National Science Centre shall not bear the cost of insurance of the vehicle, its passengers and luggage.

.....
(Expert's electronic signature/ID)

Date the document is completed by an Expert

(Expert's name)

(Date)

Settlement of the expenses related to the use of a passenger car not owned by the National Science Centre

- registration number
- engine capacity

Itinerary:

from to and back to

Date of departure date of return

Cost of travel: x 0.70 PLN = PLN
(kilometres) (rate per 1 km) (amount to be settled)

.....
(Expert's electronic signature/ ID)

SETTLEMENT OF TRAVEL EXPENSES¹

For (Name)

To (Place)

Reason

Bank account number IBAN:
 BIC/SWIFT:
 CURRENCY:

TRAVEL EXPENSES RECEIPT

| DEPARTURE | | | ARRIVAL | | | Means of transport | Travel expenses according to receipts ⁱⁱ |
|-------------------------------------|------|------|---|------|------|------------------------------------|---|
| City ⁱⁱⁱ | Date | Time | City | Date | Time | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| <i>I hereby submit this receipt</i> | | | Other expenses according to annexes ^{iv} | | | (Expert' electronic signature/ ID) | |
| | | | TOTAL AMOUNT^v | | | | |
| <i>I hereby submit this receipt</i> | | | DD.MMM.YYYY | | | (Expert' electronic signature/ ID) | |
| | | | (Date) | | | | |

¹ Non-refundable expenses

| No | List of basic non-refundable expenses |
|----|--|
| 1 | Private ride not related to tasks performed to the NCN |
| 2 | Cost of registered luggage |
| 3 | Cost of insurance |
| 4 | Additional expenses that cannot be deemed as reasonable or necessary for the Travel (e.g. additional train ticket fee charged when the ticket is not been paid in advance; carbon footprint fee) |
| 5 | Motorway toll, parking fees, petrol, etc, if traveling by car |

ⁱⁱ E.g. cost of plane/ train tickets or travelling by car.

ⁱⁱⁱ Traveling starts/ ends at the place of residence or work.

^{iv} E.g. taxi fare from/ to the railway station, bus station, airport and NCN headquarters evidenced by an invoice/ bill and validated Krakow transport tickets

^v The total return travel cost must not exceed the equivalent of:

- 700 EUR if traveling from/to Europe
- 2,000 USD if traveling from/to other countries

Date the document is completed by an Expert

(Expert's name)

(Date)

A statement of expenses incurred while travelling

I hereby declare that due to
(reason for losing documents)

I cannot deliver the documents evidencing my expenses incurred while traveling to
(destination)

between and, which include the following:

..... PLN
(type of expense, vendor) (price)

I also declare that:

- the information provided is true and correct,
- I have been notified that the information herein may be verified by the National Science Centre

.....
(Expert's electronic signature/ID)