*Settlement of travel expenses must be sent by post (hard copy) to:*

***Narodowe Centrum Nauki***

***ul. Twardowskiego 16***

***30-312 Kraków***

***POLAND***

**TEMPLATE OF PROPERLY COMPLETED DOCUMENT**

Annex 3 to 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 26.07.2019

**Enter the expenses in the original currency of the document, e.g. taxi, underground, bus tickets**

**Enter the expenses in the original currency of the document, e.g. ticket and related charges, use of passenger car**

|  |  |  |  |
| --- | --- | --- | --- |
| *official seal* |  | **SETTLEMENT OF TRAVEL EXPENSES NO** |   |
|  |  |  |  |  |  |  |  |
|  |  | *of (date)* |  |  |  | Do not fill in these fields |
|  |  |  |  |  |  |  |  |
| *for* | **John SMITH** |  |  |
|  | *(name)*Enter the actual dates of the panel  |  |  |
| *acting in the capacity of* |  **EXPERT** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *to* | **NATIONAL SCIENCE CENTRE**  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *for the period from* | **19-08-2019**  |  | *to* | **20-08-2019**  |  |
|  |  |  |  |  |  |  |  |
| *for the purpose of* | **EXPERT TEAM MEETING**  | **Enter bank account details from tax information and correct SWIFT number**  |  |  |  |
|  |  |  |  |  |  |  |  |
| *means of transport:* | **PLANE** |  |  |  |  |
|  |  |  |  |  |  |
| *bank account number* | IBAN: **GB 00ABCD00000000000000**BIC/SWIFT: **MIDLGB2193U** |  |  |  |  |
|  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |
|  |  | **TRAVEL EXPENSES RECEIPT** |  |  |
|  |  |  |  |  |  |  |  |
| **DEPARTURE** | **ARRIVAL** | means of transport | travel expenses |
| city | date | time | city | date | time |
| **London** | **18-08-2019** | **18:35** | **Kraków** | **18-08-2019** | **22:00** | **Plane** | **£89.50 (cost A)** |
| **Kraków**  |  **20-08-2019** | **21:45**  | **London**  |  **20-08-2019** | **23:10**  | **Plane** | **£89.50 (cost B)** |
|   |   |   |   |   |   |   |   |
| *Verified with respect to integrity and accounting* |  | *Verified with respect to the content* | Total travel and local transportation |  **£179.00(cost A + B )** |
|   |  |  |   | Other expenses according to annexes | **£20 + 89.00 PLN (cost C)** |
| *date and signature* |   | *date and signature* | **TOTAL AMOUNT** | **89.00 PLN + £199.00 (costs A+B+C)**  |
|   |   |   |   | **To be paid** |   |
| Approved for the amount of: |   |  |   |
|   |  |  |   |
|  |  |   | I hereby submit this receipt |
|   |  |  |   |  |  |  |   |
| *date and signature of the Chief Accountant* |  | *date and signature of the Director* | **20-08-2019**  |  |   | **EXPERT’S SIGNATURE/ ID**  |
|   |  |  |  | *date* |  | *Expert’s signature/ ID* |

**Date of filling in the form (within 14 days of the travel)**