*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)**