



# LEGAL BULLETIN

## NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2019; item 39

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### ORDER No. 14

of the Rector of the Nicolaus Copernicus University in Toruń

of 12 February 2019

**on the procedure for the purchase of air, rail and coach tickets for employees, doctoral students, students and foreign visitors to the Nicolaus Copernicus University in Toruń, Toruń campus**

Pursuant to art. 53.2. and art. 53.4.6 of the Statutes of the Nicolaus Copernicus University in Toruń of 22 October 2013 (NCU Legal Bulletin of 2017, item 252 as amended) and art. 17.8. of Order No. 33 of the NCU Rector of 13 March 2017 – Rules of public procurement in the Toruń campus (NCU Legal Bulletin of 2017, item 82) in connection with the resolution of the Minister of Labour and Social Policy of 29 January 2013 on the Amounts Payable an Employee of a State or Local Government Budgetary Unit for Official Travel (Journal of Laws of 2013, item 167)

**i t i s o r d e r e d** as follows:

#### Chapter 1

#### **Procedure for the purchase of air, rail and coach tickets for employees, doctoral students and students – individual purchase**

##### Article 1

1. A traveler shall submit to the Department of International Partnerships, hereinafter referred to as “DWM,” a travel abroad application which is approved by the relevant superior and includes:
  - 1) cost estimation;
  - 2) information on funds granted for the trip;
  - 3) information on the selected means of transport, date, route, and travel class;
  - 4) information about intention to purchase a ticket by oneself.

##### Article 2

1. DWM shall check the availability of financial resources in the relevant competent department.

2. The traveler shall purchase an air, rail or coach ticket in a travel agency or directly from a carrier.
3. The travel shall deliver a personal invoice to DWM.
4. DWM shall make refunds of the costs incurred after the completion of travel.

## **Chapter 2**

### **Procedure for the purchase of air, rail and coach tickets for employees, doctoral students and students – purchase via DWM**

#### Article 3

1. The traveler shall submit to DWM the travel abroad application approved by the relevant superior, including:
  - 1) cost estimation;
  - 2) information on funds granted for the trip;
  - 3) information on intention to purchase a ticket via DWMand a ticket purchase order with information on the selected means of transport, date, route, and travel class in accordance with the template specified in Annex no.1.

#### Article 4

1. DWM shall check the availability of financial resources in the relevant competent department.
2. Orders for air, rail and coach ticket purchase shall be taken by DWM until 1 p.m. on a given day.
3. DWM shall estimate the value of an order and enter the order in the public procurement register.
4. Depending on the value of an order, DWM shall send the order for the ticket purchase to a travel agency in a direct transaction mode or proceed the order in a statutory mode.
5. The traveler shall contact a travel agency and make a ticket reservation according to the data indicated in the application.
6. The travel agency shall purchase the selected ticket and send an invoice to DWM.
7. If the travel agency is not able to purchase a ticket for a given traveler within the indicated limit, DWM shall inform the person concerned. In this case, the traveler shall apply to the authorizing officer for increasing the ticket purchase limit.

## **Chapter 3**

### **Procedure for the purchase of air, rail and coach tickets for foreign visitors – individual purchase**

#### Article 5

The person inviting the foreign visitor shall submit to DWM the travel abroad application approved by the relevant superior, including:

- 1) cost estimation;
- 2) information on funds granted for the trip;
- 3) information on the selected means of transport, date, route, and travel class;
- 4) information on reimbursement of travel costs.

#### Article 6

1. After the visit, DWM shall receive the Request for Money Order form in accordance with the template specified in the Annex to Order No. 16 of the NCU Rector of 12

February 2019 on organising and financing of visits made by guests from abroad to the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 41) together with the required attachments (i.e. an electronic or regular ticket or bill issued to the visitor). The form shall be signed by the foreign visitor and authorizing officer.

2. DWN shall make refunds for the costs incurred.

#### **Chapter 4**

#### **Procedure for the purchase of air, rail and coach tickets for foreign visitors – purchase via DWM**

##### Article 7

The person inviting the foreign visitor shall submit to DWM the foreign visitor travel application approved by the superior and authorizing officer, including:

- 1) cost estimation;
- 2) information on funds granted for the trip;
- 3) information on intention to purchase a ticket via DWM

and a ticket purchase order with information on the selected means of transport, date, route, and travel class in accordance with the template specified in Annex no.1.

##### Article 8

1. DWM shall check the availability of financial resources in the relevant competent department.
2. Orders for air, rail and coach ticket purchase shall be taken by DWM until 1 p.m. on a given day.
3. DWM shall estimate the value of an order and enter the order in the public procurement register.
4. Depending on the value of an order, DWM shall send the order for ticket purchase to a travel agency in a direct transaction mode or proceed the order in a statutory mode.
5. The person applying for inviting the foreign visitor shall contact a travel agency and make a ticket reservation according to the data indicated in the application.
6. The travel agency shall purchase the selected ticket, send it to the traveler, and send an invoice to DWM.
7. If the travel agency is not able to purchase a ticket for the foreign visitor within the indicated limit, DWM shall inform the applicant. In this case, the applicant shall apply to the authorizing officer for increasing the ticket purchase limit.

##### Article 9

With the consent of the rector, the provisions of this order shall apply to persons who are not employees, doctoral students, and students of the University respectively.

##### Article 10

The order becomes effective as of 12 February 2019.

**R E C T O R**

**prof. dr hab. Andrzej Tretyn**