............................................ ..........................................

Name of the person leaving Place and date

**DECLARATION**

**OF CIRCUMSTANCES AFFECTING ENTITLEMENT TO PER DIEMS**

**AND OTHER ENTITLEMENTS IN RESPECT OF MISSIONS ABROAD**

1. The declaration concerns a business trip abroad which took place in term: from.................................to………….............. to (destination country). .........................

II. I declare that during the business trip indicated in pt. I:

1. I had / I had not\* **free full board**. Free full board was provided during the whole business trip / on the following days\*: ................................................(date range) ........................ (number of days with full board)
2. I had / I had not\* provided **free partial board and/or meals included in the price of invoices submitted for settlement** in the form of:

- breakfast on day(s): .............................................., number of breakfasts: ............

- lunch on the day(s): .............................................., number of lunches: ................

- dinner on the day(s): ............................................., number of dinners: ................

1. I have incurred / I have not incurred\* the costs of **travel from and to the railway station, bus station, airport or seaport** in connection with my arrival at the following town/cities abroad, where I stayed:........................................................................................, where I have incurred the costs of **round-trip / one-way**\*.
2. I have incurred / I have not incurred\* **DAILY** travel expenses by **local transport** (except for the travel expenses indicated in point 3, i.e. on the first and last day of stay) on the following days\*: ...........................................................................(date range)

........................ (number of days) and the travel allowance **covers / does not cover\*** the costs of daily commuting.

1. I had / I had not\* **free accommodation** provided by the host party/by NCU(UMK) during the entire business trip/on the following days\*:

............................................................ (date range) number of nights: …………….

1. I have incurred / I have not incurred\* **costs of accommodation** on my own, for which **I do not provide a named bill** per individual on the following dates: ....................................... (date range) number of nights: ................. and I request to be billed at the rate of the **lump sum** due.
2. I had / I had not\* travelled abroad on business trips **by private car**.
3. I spent **night(s)** on the following dates **while travelling** by car/train/bus/plane/vessel (ferry)\* and I am not entitled to a lump sum for them:

- night from ............................ to .......................................

- night from ............................ day of .......................................

1. Other information:

.................................................................................................................................................................

.................................................................................................................................................................

.................................................................................................................................................................

1. Duration of the abroad business trip \*\*:

1) Travelled **by land**:

a) crossing of the Polish border on the way abroad took place .......................................................................... (date and exact time)

b) crossing of the Polish border on the way back to Poland took place .......................................................................... (date and exact time)

(2) Travelled **by air**:

(a) take-off of the aircraft on the way abroad from the last airport in Poland took place ..................................................................... (date and exact time)

(b) the aircraft landing on its way back to the first airport in Poland took place .................................................................... (date and exact time)

(3) Travelled **by sea**:

(a) departure of the ship (ferry) from the last Polish port was ..................................................................... (date and exact time)

(b) entry of the vessel (ferry) on the way back to the first Polish port took place ........................................................ (date and exact time)

IV. I declare that I waive my legal entitlement to a cash allowance for:

a) per diem from .................................... to ...............................

b) travel allowance from ......................... to .................................

In a situation where, on my return, the costs of the trip have increased by expenses not planned in the application, I will apply to the fund administrator to increase the trip limit and reserve funds in the electronic reservation system.

I declare that the information provided above is true. I have been informed that the employer may verify the data contained in the declaration. I am aware that in case of false statements I will be held liable to disciplinary and disciplinary action, and I will reimburse undue allowances and lump sums received.

..........................................

Date and signature of the person leaving

Explanations:

\* cross out unnecessary

\*\* to be filled in according to the mode of transport specified in the application for travel abroad