

# Travel procedure

## Travel notification

AMU staff, doctoral students and students travelling abroad must submit the “Travel Notification Form” to the AMU International Office, not later than 10 days prior to departure.

All boxes in the Travel Notification Form must be completed. The travel must be approved by the head of the organizational unit and the faculty dean. Details of funding should be confirmed by the finance officer in every relevant box of the Travel Notification Form.

An invitation or another relevant document confirming the travel must be attached to the form.

AMU staff and doctoral students are eligible for reimbursement of the following travel costs:

- daily subsistence allowance (DSA)
- hotel allowance
- travel allowance
- travel costs
- insurance policy
- visa fees
- other necessary expenses, e.g. conference fee

**DSA** covers the costs of food and other small expenses. If the employee is provided with partial board while abroad, the amount of the allowance will be reduced by the costs of free meals, i.e.

- breakfast = 15% of the allowance will be deducted
- lunch = 30% of the allowance will be deducted
- dinner = 30% of the allowance will be deducted

The costs of **hotel accommodation** are reimbursed up to the amount of the hotel invoice (the invoice must be made out to AMU) and up to the limits set in the Regulation of the Minister of Labour and Social Policy of 29 January 2013. If no invoice for hotel accommodation is provided, a hotel allowance equal to 25% of the applicable limit will be paid. This provision does not apply to hotel accommodation during travel time.

**Travel allowance** – is paid to the employee to cover the costs of travel from/to the rail/coach station, airport or sea port in the amount equal to one allowance in the target destination and in any other town in which the employee used hotel accommodation.

Students – can apply for reimbursement of travel costs (travel allowance and costs of stay) against invoices. They are not eligible to daily subsistence allowance. No advance payments can be made to students.

Per diems – an advance. An advance will be paid at the time and in the currency agreed with the staff of the International Office. The advance is paid by AMU Cashier on the agreed day, between 10:30 am and 2:00 pm.

The advance should be cleared (settled) within 14 days from the return at the International Office. Invoices and other supporting/accounting documents attached should be properly described and stamped as stipulated in the Rector's Regulation 78/2006/07 of 20 April 2007. Conversion of currencies into the currency in which the advance was paid will be made by the AMU Finance Office. Any outstanding payments due must be paid to AMU Cashier on the basis of the fund clearance form.

If it is necessary to make a down payment towards a registration fee or other costs required by conference organizers, an invoice must be presented to the International Office (DWZ), described as stipulated in the Rector's Regulation 78/2006/2007 of 20 April 2007 (*Zarządzenie Rektora UAM nr 78/2006/2007 z dnia 20.04.2007 r. w sprawie wprowadzenia instrukcji dot. dokumentów księgowo-finansowych – Rector's Regulation on an instruction governing accounting and financial documents*) or, alternatively, precise transfer data must be provided in writing, i.e. the amount and currency, beneficiary, bank name and address, IBAN, Swift or BIC. It is also required to identify the source of funds. The relevant document must be signed by the finance officer. The "public procurement procedure" stamp must be completed and signed. Applicants must also state that they will provide a relevant invoice as evidence of the costs.

Pursuant to the agreement with the Blue Sky Travel Agency, all air, rail and coach tickets required in connection with foreign travel must be purchased at the Blue Sky Travel Agency. Having submitted an Application for Foreign Travel, the applicant should contact the relevant employee of the International Office (DWZ) so that arrangements for the purchase of the ticket can be made. The Blue Sky Travel Agency is located at ul. Roosevelta 2, 60-829 Poznań, Tel. 6184109000.

Travel by car – Pursuant to AMU Rector's Regulation 39/2012/2013 of 11 December 2012 on the settlement of travel costs, AMU employees can, with the employer's permission, travel abroad by private cars, however the following rules apply (as stipulated in the Regulation):

1. Costs of travel by private cars can be refunded only in the following situations:
  - a. it is impossible to reach the target destination by public transport;
  - b. it is necessary to transport oversized research equipment or other materials;
  - c. a car pooling system must be used to reduce the overall travel costs
2. If the conditions stipulated in 1. above are not met, a private car can be used to travel abroad provided that the rate per 1 km is defined by the financial officer in such a way that the costs of travel are not higher than the public transport fare, and the principles stipulated in § 3 and § 6 are observed.

Permission of Deputy Rector **Prof. dr hab. Jacek Witkoś** is necessary to use a private car to travel abroad.

Visas: In case of trips made to countries, which require travellers to hold a visa, visa formalities must be agreed directly with the Blue Sky Travel Agency. To that end, the following documents must be provided directly to the Agency: passport, invitation, visa application form, etc.

An employee must clear all the costs of foreign trips **within maximum 14 days** from trip end.