Ordinance No. 100/2021

of the Rector of the Medical University of Bialystok

of 22’nd September 2021

on foreign trips of employees, doctoral students and students of Medical University of Bialystok

Pursuant to § 21 sec. 1 point 2 of the Statute of the Medical University of Bialystok, 77 5, 1031 – 1036 of the Labour Code, we order as follows:

# § 1

## Determining the type of a foreign trip

1. The ordinance regulates the procedures related to the execution of foreign trips of employees, doctoral students and students of the Medical University in Bialystok (hereinafter: MUB).
2. Foreign trip shall mean:
3. Foreign business journeys of the employees – executed on the basis of foreign journey order (hereinafter: order);
4. Foreign trips of the employees, doctoral students and students for purposes related to improving professional qualifications, that are not business journeys (hereinafter: trip not being business journey) – executed on the basis of foreign trip referral (hereinafter: referral).

## Definition of foreign business journey (on the order)

1. a foreign business journey is performance by the employee of the task specified by the MUB outside the employer's seat, within the time limit and in the country specified in the order;
2. a foreign business journey is in particular performance of the tasks:
3. directly related to the activities of the University, e.g. representing the University at meetings related to concluding international contracts and agreements, during conventions, fairs, events related to the international promotion of the University, meetings with foreign graduates of the University;
4. necessary for the implementation of research projects and planned meetings of working groups, scientific consultations, trips to conferences with active participation (presentation of a paper, poster), etc.;
5. related to the implementation of tasks financed from external sources, provided that the project budget allows the trip to be qualified as a foreign business journey and to finance all costs resulting from such qualification;
6. other than mentioned in point 1 - 3, particularly important from the perspective of the functioning and development of MUB, provided that the Rector expresses his consent to qualify the performance of tasks as a foreign business journey in writing. The benefits to be paid are governed by § 5.

## Definition of foreign trip not being foreign business journey (on referral)

Foreign trips not being foreign business journey, for purposes related to improving professional qualifications of employees, doctoral students and students, are:

1. research trips - conducting research in a foreign scientific, didactic and clinical unit, a trip on a research scholarship granted by an entity other than the MUB;
2. teaching trips - conducting teaching activities in a foreign research, teaching and clinical unit;
3. training trips - completion of a part of comprehensive master degree courses or  first and second degree courses a research, specialization or didactic internship trip, a trip to a course improving professional qualifications, a trip for a professional internship;
4. trips to conferences, congresses, symposia, scientific conventions, meetings of research or working groups, during which it is possible to present or discuss research results, exchange scientific experiences, learn new research methods and chair sessions in the case of active and passive participation in the implementation of this purpose. The benefits to be paid are governed by § 6.

## Ability to participate in the individual categories of foreign trips

| **Travelling person status on the day of submitting the trip application:** | **Foreign business journey (on the order)** | **Foreign trip not being foreign business journey (on referral)** |
| --- | --- | --- |
| Employee of MUB | YES | YES |
| Doctoral student(being an employee of MUB) | YES | YES |
| Doctoral student(not being an employee of MUB) | NO | YES |
| Student of MUB | NO | YES |
| A person who is not an employee of MUB, carrying out research projects on the basis of a civil law contract concluded with MUB | NO | YES |

# § 2

# Trip application

1. An application for a foreign trip with the required documents, referred to in § 2, sections 2, 3 and 4, shall be submitted to the International Cooperation Department (hereinafter: ICD), at least 14 days in advance before the date of departure.
2. In the case of a foreign business journey, the employee submitting the application attaches copies of documents confirming the event in which he will participate and its duration. To confirm active participation in the conference, the employee submits a summary of the speech and confirmation, that the organizer has accepted the speech for presentation or confirmation of conducting / chairing the session.
3. In the case of a foreign trip, which is not a business journey, the application should be accompanied by an invitation from a foreign research, teaching or clinical unit in Polish or English or other documents specifying:
4. The purpose of the trip;
5. a foreign unit in which this goal will be achieved;
6. the start and end date of the stay;
7. description of the research, teaching or training tasks planned to be performed, with an indication of the effects that are to be achieved by the departing person;
8. the entity and the costs of the foreign trip, which will be covered by this entity;
9. program of the conference, congress, symposium, congress, meeting;
10. itinerary with dates and times of departure and return;
11. in the case of active participation, in the implementation of the goal the referral to a foreign trip will concern - a summary of the speech and confirmation of the acceptance of the speech by the organizer for presentation or confirmation of conducting / chairing the session.
12. If the invitation / other documents referred to in sec. 2 and sec. 3, are in a language other than Polish or English, the person traveling is obliged to submit the translated content of the invitation / other documents by a translator.
13. If it is necessary to make advance payments related to the trip, the application for a trip should be accompanied by the application for a transfer, in accordance with the template in Annex 6 to the Ordinance, along with documents confirming the legitimacy of the fees (e.g. invoice with early payment date, documents confirming the need for prior registration).
14. Prepayment is made only via MUB on the basis of an application for a transfer containing the organizer's address details, account number and the amount of the fee, together with an attached copy of the document from which these data result.
15. In particularly justified cases, the person leaving the country may make expenses from his own resources. The reimbursement of these expenses, if they are deemed reasonable and approved for reimbursement, is made on the basis of original invoices, bills and documents confirming the payment (e.g. copies of the bank statement of the travelling person).
16. At the request of an employee, doctoral student or student, an advance payment for the necessary travel and stay costs outside the country may be paid to the bank account, bank or MUB payment desk in a foreign currency. The advance payment is made at the earliest 10 days before the planned expense. With the consent of the employee, doctoral student or student, the advance payment may be made in the Polish currency, in the amount equivalent to the advance payment in a foreign currency according to the average exchange rate of the National Bank of Poland on the day preceding the advance payment date. The application for the advance payment is attached as Annex 7 to the Regulation. An application for an advance payment should be submitted no later than 14 days before the planned departure.
17. If the advance payment has been collected and the foreign trip has not been effected, the person leaving the country is obliged to return it immediately, together with a written explanation of the reasons for the cancellation of the trip, approved by the person approving the trip, indicated in § 3 sec. 1. If, due to this trip, MUB has incurred expenses, the departing person is obliged to return them immediately.
18. In particularly justified cases, it is possible to make a prepayment with a MUB credit card at the disposal of the Head of the International Cooperation Department. The necessity to make the payment in this form should be reported to the International Cooperation Department. The payment will be made when it is possible to settle the amount due without the need to disclose credit card details to third parties, after the transaction is approved by the Bursar and the Chancellor of the Medical University of Bialystok.
19. Persons who are not employees of MUB who carry out research projects on the basis of a civil law contract concluded with MUB, including in particular: contracts for specific work or orders, are referred to travel abroad on the basis of the submitted application to travel abroad and the documents listed in § 2 sec. 3.
20. The type of reimbursable costs should be regulated by the contract concluded with the person referred to in sec. 11. If the contract does not contain these regulations, then § 6 - Benefits for a trip other than a business journey will apply.

# § 3

# Trip order or referral

1. On the basis of an application for a foreign trip, the ICD issues:
2. in the case of foreign business journeys of employees – foreign journey order on the template constituting Annex 2 to the Ordinance, which is approved by the signature of the Vice-Rector for Science and Development or the Rector's Plenipotentiary for International Cooperation - in relation to academic teachers; Chancellor - in relation to other employees; The Rector or the Vice-Rector replacing him - in relation to the Vice-Rector for Science and Development and the Chancellor;
3. in the case of trips of the employees, doctoral students and students for purposes related to improving professional qualifications that are not business journeys – foreign trip referral on the template constituting Annex 3 to the Regulation, which is approved by the signature of the Vice-Rector for Science and Development or the Rector's Plenipotentiary for International Cooperation - in relation to academic teachers and non-employees of MUB, carrying out research projects on the basis of a civil law contract concluded with MUB; Vice-Rector for Education - in relation to students; Chancellor - in relation to other employees; Rector or the Vice-Rector replacing him - in relation to the Vice-Rector for Science and Development, Vice-Rector for Education and the Chancellor.
4. A doctoral student may be referred abroad by the Vice-Rector for Science and Development or the Rector's Plenipotentiary for International Cooperation, with the consent of the Director of the Doctoral School and the supervisor or the Head of doctoral studies and the supervisor. During the four-year doctoral studies, the total period of a doctoral student's stay abroad for the purposes of carrying out a doctoral dissertation may not exceed 12 months. In the event of a foreign trip referral, the doctoral student retains the right to benefits from financial assistance and a doctoral scholarship on the terms set out in the Regulations of the Doctoral School or the Regulations of doctoral studies of the MUB.
5. A student may be referred by the Vice-Rector for Education to a trip abroad as part of the dean's leave or during his / her free time from classes. In the case of a foreign trip referral, the student retains the right to benefits from financial assistance, on the terms set out in the Regulations on benefits for students of the Medical University of Bialystok.

# § 4

# Duration of a foreign trip

1. Foreign trip should take place using the shortest route and using the most economically effective solution, and without justifiable reasons, this route cannot be extended.
2. At the request of the departing person, it is allowed to extend the time of a foreign trip by:
3. one day necessary to travel to the destination of the trip located within Europe and one day to return to the place of residence;
4. two days to travel to the travel destination located outside Europe and two days to return to the place of residence.
5. If a foreign trip on the territory of Poland (regardless of the means of transport) on the way abroad and return to the place of residence lasts longer than 8 hours, this time should be treated as a domestic business journey and accounted for according to the rules set out in Rector's ordinance on domestic business journeys of employees of the Medical University of Bialystok and other domestic trips of academic teachers.
6. The duration of abroad stay resulting from the order or referral given to an employee or doctoral student who is an employee of the Medical University of Bialystok on the basis of this Ordinance, is included in seniority.

# § 5

# Benefits for a foreign business journey

1. For a foreign business journey an employee is entitled to:
2. subsistence allowance;
3. refund of the costs of:
	* 1. travel;
		2. commuting by local transport;
		3. accomodation;
		4. other documented necessary expenses, specified or recognized by the MUB according to justified needs (e.g. vaccination costs).
4. Subsistence allowance during foreign business journey is intended to cover the costs of food and other small expenses. Daily allowance for the employee, that has been provided abroad by half-board will be reduced proportionally by:
5. breakfast - 15% of daily allowance;
6. lunch – 30% of daily allowance;
7. dinner – 30% of daily allowance.
	1. An employee who receives an amount due for during a foreign business journey is not entitled to the subsistence allowance. If the amount due is lower than the daily allowance, the employee is entitled to the compensation up to the amount of the allowance.
	2. The amount of the subsistence allowance per day of travel in individual countries is specified in the appendix to the Regulation of the Minister of Labor and Social Policy of 29’th January 2013 on receivables due to an employee employed in a state or local government budgetary unit for a business trip (Journal of Laws of 2013, item 167).
	3. The allowance is granted in the amount applicable to the country of destination. In the case of a foreign trip to two or more countries, the employer may establish more than one country of destination.
	4. The amount due for the subsistence allowance is calculated as follows:
		* + 1. for each day (24 hours) of a foreign business journey, a full allowance is granted;
				2. for an incomplete day of a foreign business journey:
			1. up to 8 hours - 1/3 of the allowance;
			2. between 8 and 12 hours – 50% of the allowance;
			3. over 12 hours – full allowance is granted.
				1. for a business journey to many target countries, we calculate the allowances:
* air travel - from the time the plane takes off from the first country to the take-off of the plane to the next destination country (the diet applies to the first destination country);
* overland journey - from the moment of crossing the Polish border to the moment of crossing the border with the next destination country (the diet applies to the first destination country).
	+ - * 1. In the case of combining a business trip with a purpose other than that indicated in the order or referral for departure (e.g. vacation), the allowances will be charged from the start or to the end of the conference / training etc. based on documentation confirming the date and time of the event.
	1. The basic means of transport for a foreign business journey is an economy class flight within Europe, and for trips outside Europe - in a class not higher than the premium economy class (or equivalent); train travel; transfer by coach or sea ferry. In particularly justified cases, the competent Vice-Rector or Chancellor may agree to travel by a passenger car not owned by the employer or to fly within Europe by a premium economy class plane (or equivalent).
	2. When determining the means of transport, the principle of rationalization of travel costs should be applied and the duration of stay outside the country, the nature of the journey and the difficulty of traveling should be taken into account..
	3. Means of transport appropriate for foreign business journeys, as well as its type and class, are determined respectively by the Vice-Rector for Science and Development or the Rector's Plenipotentiary for International Cooperation - in relation to academic teachers; Chancellor - in relation to other employees; Rector or the Vice-Rector replacing him - in relation to the Vice-Rector for Science and Development and the Chancellor.
	4. The decision to travel abroad in a business car is made by the Vice-Rector for Science and Development or the Rector's Plenipotentiary for International Cooperation - in relation to academic teachers; Chancellor - in relation to other employees; Rector or the Vice-Rector replacing him - in relation to the Vice-Rector for Science and Development and the Chancellor.
	5. The employee is entitled to a reimbursement of travel costs in the amount documented by tickets or invoices along with documents confirming the travel time, including the price of the ticket of the means of transport, and related additional fees, including seat reservations, taking into account the employee's discount for a given means of transport, regardless of for what reason the discount is due.
	6. In the case of traveling by a means of transport more expensive than the one specified in the order to travel abroad, the difference between the price of the ticket of the means of transport used for the journey and the price of the ticket of the means of transport indicated in the application for a business trip, is covered by the employee..
	7. If the business trip is performed by a passenger car not owned by the employer, the costs of using this car will be reimbursed in the amount of the multiplication of the kilometers traveled and the amount representing 30% of the maximum rate for one kilometer, provided for by the provisions of the Regulation of the Minister of Infrastructure of March 25, 2002 on the conditions for determining and the method of reimbursement of the costs of using for business purposes passenger cars, motorbikes and mopeds not owned by the employer (Journal of Laws of 2002 No. 27, item 271, as amended).
	8. Reimbursement of the cost of travel by a passenger car not owned by the employer is based on the vehicle mileage record constituting Annex 8 to the Ordinance, confirmed by an authorized employee of the Procurement Department of the Medical University of Bialystok in terms of compliance of the number of kilometers, shown by the delegate in the records.
	9. The employee is entitled to reimbursement of the cost of accommodation in the amount stated in the bill or invoice for the provided hotel services, within the limit set for this purpose, specified in the annex to the Regulation of the Minister of Labor and Social Policy of January 29, 2013 on receivables due to employees employed in a state or local government unit of the budgetary sphere for a business trip.
	10. In the event of failure to submit the bill for accommodation, the employee is entitled to a lump sum of 25% of the limit referred to in sec. 15. This lump sum is not payable for the travel time.
	11. In justified cases, upon a written request of the employee, the employer may consent to the reimbursement of the accommodation costs, confirmed by a bill or invoice, in the amount exceeding the limit referred to in sec. 15.
	12. The provisions of sec. 15, 16 and 17 shall not apply if the employee's accommodation costs are covered by the foreign party.
	13. The employee is entitled to a lump sum to cover the costs of travel from and to the railway station, bus station, airport or sea port in the amount of one allowance in the foreign target destination and in any other location abroad where the employee stayed overnight.
	14. In the event that the employee bears the travel costs referred to in sec. 8 one-way only, a lump sum of 50% of the diet is due.
	15. The employee is entitled to a lump sum of 10% of the allowance for each commenced day of stay on a foreign business trip to cover the costs of travel by means of local transport.
	16. Employee is not entitled to the lump sums mentioned in sec. 19-21 if he/ she:
1. travels by passenger car (business or private);
2. is provided with free travel;
3. does not bear the costs to be covered by the above-mentioned lump sums.
	1. In justified cases, there is a possibility of reimbursement of visa fees or fees related to the legalization of stay abroad.
	2. In justified cases, it is possible to finance compulsory vaccinations and COVID tests related to the employee's departure.

# §6

# Benefits for a foreign trip not being foreign business journey

1. Employees, doctoral students and students may be sent abroad:
	1. on their own cost;
	2. on the cost of another entity, other than MUB;
	3. on the cost of MUB within the available funds
2. In the case of persons sent abroad for the purposes referred to in § 1 sec. 3, a monthly scholarship may be granted to cover the costs of living and accommodation for the period of carrying out the tasks within the framework of the objectives set out in the foreign trip referral, in the amount:
	1. not lower than 30% of the base foreign allowance rate applicable to the state to which the person is referred, determined in accordance with § 5 of the Regulation of the Prime Minister of 23’rd December 2002 on the foreign allowance and benefits due to members of the foreign service performing duties in a foreign mission - the amount of the base foreign allowance is provided in Annex 10 to this Ordinance.
	2. not higher than the full amount of the daily allowance for business trips outside the country, appropriate for the country to which the person is referred, specified in the Annex to the Regulation of the Minister of Labor and Social Policy of January 29, 2013 on receivables due to an employee employed in a state or local government budgetary unit for a business trip for each day on which the scholarship will be received.
3. Persons sent abroad for the purposes referred to in § 1 sec. 3, may be granted the benefits other than the scholarship referred to in § 6 sec. 2, in particular:
	1. reimbursement of travel costs to the place of research or training and back, and if the period of research or training lasts longer than the academic year - reimbursement of travel costs to the place of research or training, once during the academic year;
	2. reimbursement of the costs of purchase of scientific aids related to the implementation of the purposes for which these persons were referred abroad;
	3. reimbursement of visa fees or fees related to the legalization of stay abroad.
4. Doctoral students referred abroad may be awarded the scholarship referred to in § 6 sec. 2 for full-time doctoral studies - for the duration of studies not longer than 3 years, paid for no longer than 11 months in one academic year.
5. The directing unit may grant the person referred to in sec. 1 benefits other than those listed in § 6 sec. 2 and 3, in particular:
	1. reimbursement of the costs of preparing a doctoral dissertation;
	2. reimbursement of travel costs in the country of doctoral studies, if the change of the place of stay results from the plan of doctoral studies;
	3. reimbursement of travel costs, taking into account the provisions of this Order:
* in the case referred to in sec. 5 point a - to the place of doctoral studies and back, once during the academic year,
	+ - in the case referred to in sec. 5 point b - to the place of doctoral studies and back, and the number of journeys resulting from the study program may not exceed 12 journeys throughout the duration of the studies;
	1. reimbursement of the costs of purchase of scientific aids related to the doctoral studies underway;
	2. reimbursement of visa fees or fees related to the legalization of stay abroad.
1. Benefits referred to in § 6 sec. 2, 3 and 5 shall be granted on the basis of a training or scholarship contract, a template of which is provided in Annexes 11 and 12.
2. Benefits referred to in § 6 sec. 2, 3 and 5 are not subject to financial settlement after returning from a foreign trip.
3. Persons sent abroad in order to undertake and conduct teaching activities may be granted:
	1. a lump sum to cover the costs of living and accommodation in the amount not exceeding 150% of the base foreign allowance rate established for the country to which the person is referred;
	2. reimbursement of travel costs to the place of teaching and back, once during the academic year;
	3. reimbursement of visa fees or fees related to the legalization of stay abroad.
4. MUB may grant to an employee, doctoral student or student, whose departure is an active participation in the conference, depending on the available resources the following benefits:
	1. subsistence allowance to cover the costs of boarding and other small expenses,
	2. reimbursement of costs of:
		1. journeys and commuting;
		2. visa fees;
		3. accommodation,
		4. register fee,
		5. other properly justified expenses.
5. The amount of accommodation costs and the amount of per day travel allowance in individual countries are specified in the appendix to the Regulation of the Minister of Labor and Social Policy of 29’th January 2013 on receivables due to an employee employed in a state or local government budgetary unit for a business trip. In the case of a foreign trip to two or more countries, more than one country of destination can be established.
6. The basic means of transport for a foreign business journey is an economy class flight within Europe, and for trips outside Europe - in a class not higher than the premium economy class (or equivalent); train travel; transfer by coach or sea ferry. In particularly justified cases, the competent Vice-Rector or Chancellor may agree to travel by a passenger car not owned by the employer or to fly within Europe by a premium economy class plane (or equivalent).
7. When specifying the means of transport, the principle of cost rationalization of the trip should be applied and the duration of stay outside the country, the nature of the trip and the difficulty of traveling should be taken into account.
8. The departing person may receive a lump sum (the so-called travel allowance in the amount of 1 daily subsistence allowance) to cover the costs of travel from and to the station in the target destination abroad and in another city, where the person stayed overnight.
9. A lump sum of 10% of the subsistence allowance for each commenced day of travel may be granted to cover the costs of travel by means of local transport.
10. Lump sums referred to in sec. 13 and 14, are not granted if the departing person: travels by private or company car, the foreign party provides him/ her with free travel or the departing person does not bear the costs to cover these lump sums.

# § 7

# Leave

1. In the case of a foreign trip, an employee may be granted unpaid study, training or teaching leave in connection with going abroad for research, training or teaching purposes included in the application for a trip abroad for up to 3 years. The leave is granted by the Vice-Rector for Science and Development - in relation to academic teachers; Chancellor - in relation to other employees; Rector or the Vice-Rector replacing him - in relation to the Vice-Rector for Science and Development and the Chancellor.
2. In particularly justified cases, the Rector may extend the period of the employee's stay abroad to 3.5 years, with the last six months being part of unpaid leave under the terms of the Labour Code.
3. In the event of a trip abroad for research, training or teaching purposes for a period not exceeding one month, an employee may be granted training, research or teaching leave payable in accordance with the rules applicable when calculating the remuneration for annual leave. In particularly justified cases, the Rector may grant an employee a paid training leave of up to 6 months.
4. Leave in connection with going abroad for research, training or teaching purposes is granted by the appropriate Vice-Rector or Chancellor.
5. Paid training, study or teaching leave is not granted in the case of trips abroad related to:
	1. conducted clinical trials (trials), excluding non-commercial clinical trials,
	2. delivering a lecture for remuneration,
	3. the activities of the sponsor as well as the promotion of the sponsor's product.
6. Students may be referred to foreign trip, referred to in § 1 it. 5, as part of a short-term dean's leave or in free time from classes.

# § 8

# Agreement related to a foreign trip (training, scholarship)

1. A training agreement is concluded with the employee of MUB in the event of a foreign trip of MUB employee for purposes related to improving professional qualifications. The template of the training agreement is attached as Annex 11 to the Regulation.
2. In the event that the employer's benefits for the employee due to the trip referred to in sec. 1, amount to at least four thousand zlotys, the training contract specifies the scope of the employee's obligations towards the employer and the period of their validity.
3. A scholarship agreement is concluded with doctoral students who are not employees of MUB, students raising their professional qualifications and persons who are not employees of MUB, who carry out research projects on the basis of a civil law contract concluded with MUB. The template of the scholarship agreement is attached as Annex 12 to the Ordinance.

# § 9

# Cancellation of the trip

1. The Rector may recall an employee, doctoral student or student referred abroad in the event of obtaining information about their violation of the law or of insufficient progress in science or research at the fault of the employee, doctoral student or student, or in the event of failure to submit a report on the trip..
2. In the event of recall of an employee, doctoral student or student, the Rector informs the foreign academic tutor, foreign research unit and the entity that covered the benefits related to the trip, about the occurrence of circumstances justifying the recall of the referred person.

# § 10

# Insurance

Before leaving, a departing person is obliged to insure the costs of medical treatment and the consequences of accidents during their stay abroad at their own expense.

All persons participating in the mobility must obtain compulsory health insurance for the duration of the trip and stay at the host institution. MUB also recommends the purchase of additional insurance covering the costs of any additional medical interventions or domestic transport. Students participating in mobility for the purpose of internships are additionally obliged to take out liability insurance for damages caused by the participant during the internship.

# § 11

# Reporting

1. An employee, doctoral student, student and a person who is not an employee of MUB, are obliged to make a substantive and financial settlement within 14 days from the date of return from a foreign trip using the appropriate form. The report on the trip lasting up to 30 days is submitted on the foreign trip settlement form (Annex 4). In the case of trips longer than 30 days, it is required to submit the form "Report on the foreign trip lasting over 30 days" (Annex 5)
2. Employees, doctoral students and students staying abroad for more than 6 months are required to submit semi-annual reports on the performance of tasks using the form " Report on the foreign trip lasting over 30 days " constituting Annex 5.
3. The reports are submitted to ICD.
4. The formal verification of the implementation of the order / referral for a foreign trip is performed by an authorized employee of the ICD, on the basis of a report on the trip submitted by an employee, doctoral student or student and another document confirming the completion of a foreign abroad. Another document means, in particular, boarding passes or confirmation / certificate of participation.
5. The execution of the order / referral for a foreign trip is confirmed by the Vice-Rector for Science and Development or the Rector's Plenipotentiary for International Cooperation - in relation to academic teachers; Vice-Rector for Education - in relation to students; Chancellor - in relation to other employees; The Rector or the Vice-Rector who replaces him - in relation to the Vice-Rector for Science and Development and the Chancellor.

# § 12

# Trip settlement

1. Settlement of travel costs as well as formal and accounting control is made in the Finance and Accounting Department, via the ICD. The financial settlement of the trip takes place after confirmation of the execution of the order / referral for departure by the persons indicated in § 11 sec. 5.
2. In order to settle the costs of foreign trip, the departing person submits the completed form Settlement of the trip (Annex 4), together with the original documents confirming the expenses incurred, described in accordance with the rules applicable at MUB (invoices, bills, tickets).
3. Bills or invoices must be issued to the Medical University of Bialystok, ul. Jana Kilińskiego 1, 15-089 Białystok, NIP 542-021-17-17 (NIP number is obligatory).
4. If it is impossible to document the costs incurred with a bill or invoice, the departing person is obliged to attach to the report on the trip a statement on the costs incurred, explaining the reasons for not obtaining the appropriate document. The declaration of costs incurred requires the approval of the Chancellor. The declaration form is attached as Annex 9 to the Ordinance.
5. The reimbursement of travel costs includes the price of a ticket for a specific means of transport, taking into account the discount for the employee, doctoral student or student, regardless of the reason for which the discount for a given means of transport is granted.
6. In the case of travel by means of transport more expensive than specified in the order / referral, the difference between the ticket price of the means of transport used for the journey and the ticket price of the means of transport indicated in the referral to foreign trip is covered by the departing person.
7. If the foreign trip takes place with a passenger car not owned by the employer, the costs of using this car will be reimbursed in the amount of the multiplication of the kilometres travelled and the amount representing 30% of the maximum rate for one kilometre, provided for by the provisions of the Regulation of the Minister of Infrastructure of March 25, 2002 in on the conditions for determining and reimbursing the costs of using for business purposes passenger cars, motorbikes and mopeds not owned by the employer (Journal of Laws 2002 No. 27, item 271 as amended).
8. The reimbursement of the travel costs of a passenger car not owned by the employer is based on the vehicle mileage record, constituting Annex 8 to the Ordinance, confirmed by an authorized employee of the Procurement Department of the Medical University of Bialystok in terms of compliance of the number of kilometres indicated by the delegate in the records. The vehicle mileage record is attached to the referral settlement.
9. Reimbursement of the cost of accommodation (in the event of an order) is due in the amount stated on the hotel bill or the bill issued by the hotel service provider, within the limit set for this purpose specified in the annex to the Regulation of the Minister of Labour and Social Policy of January 29, 2013 in on receivables due to an employee employed in a state or local government budgetary unit for a business trip (Journal of Laws of 2013, item 167).
10. Other costs related to staying in the hotel, included in the hotel bill, e.g. mini-bar, paid services provided by the hotel, additionally paid room furnishings are not subject to settlement.
11. In justified cases, upon a written request of the departing person, the appropriate Vice-Rector or Chancellor may consent to the reimbursement of accommodation costs in the amount exceeding the limit. In this case, to settle the cost of accommodation, it is necessary to submit an invoice confirming these costs and a justification explaining the increased cost of accommodation, accepted by the person indicated in § 11 sec. 5.
12. Other expenses are settled on the basis of invoices or bills issued by entities for which the expenses were incurred.
13. The basis for the settlement of allowances is the attachment of an air / rail / other ticket with a travel plan, specifying the dates and times of travel.

# § 13

# Other provisions

1. 1. In particularly justified cases, it is allowed to participate in a foreign event in the on-line formula, maintaining the principles of selecting the most economically effective solution. The provisions of this Ordinance shall apply to on-line events.
2. 2. This Ordinance does not apply to trips under the Erasmus Program, which are regulated by a separate resolution.
3. The Rector's Ordinance No. 22/2013 of 1’st March 2013 on foreign business trips of employees of the Medical University of Bialystok, as amended in the Rector's Ordinances No. 45/2016 of 23’rd August 2016 and No. 49/2018 of 7’th August 2018, is repealed.
4. Trips for which departure applications have been submitted, as well as trips in progress - on the date of entry of this Ordinance - will be settled on the current terms.
5. The ordinance comes into force on the day of its signing.
6. In matters not covered by this Ordinance, the applicable provisions of the Regulation of the Minister of Labour and Social Policy of 29’th January 2013 on receivables due to an employee employed in a state or local government budgetary unit for a business trip shall apply.

**Rector**

**prof. dr hab. Adam Krętowski**