

**Principles of granting consent and settling home and foreign travel for students and
doctoral students
of the Medical University of Silesia in Katowice**

§ 1

1. Students and doctoral students of the Medical University of Silesia in Katowice may obtain consent for a home or foreign travel on behalf of the University in relation to:
 - 1) representing the community of students/doctoral students of the Medical University of Silesia in Katowice:
 - a) in international and national collective self-governmental bodies,
 - b) national and international association bodies and student and doctoral student organizations,
 - c) state administration bodies;
 - 2) participation in conferences, congresses, conventions, groupings and scientific symposiums, scientific workshops;
 - 3) participation in scientific contests;
 - 4) realization of scientific research as part of realized research projects;
 - 5) participation in sport competitions;
 - 6) participation in other events targeted at representing the Medical University of Silesia in Katowice.
2. Granting consent to the student/doctoral student for the travel constitutes a justification of their absence during mandatory didactic classes. The travel of the student/doctoral student is not a business trip in the meaning of the provisions of the Labour Law and all obligations related to the travel, including among others third-party insurance, medical expenses insurance are the responsibility of the student/doctoral student.
3. In case of travel financed from external sources, there is a possibility of covering the fees for third-party insurance of the student/doctoral student by the University if within the costing of the Agreement covering financing of this travel funds have been planned for this particular purpose and provided that this expenditure constitutes an eligible expenditure.
4. The principles do not concern doctoral students who are employed by the Medical University of Silesia in Katowice, with the exception of provisions of §1 (1) (1).
5. The doctoral student who is an employee of SUM and who applies for the consent for the travel in relation to the circumstance specified in §1 (1) (1) shall be obliged to submit an application at the Department for Employee and Social Affairs for granting consent for the paid, justified absence at work, which constitutes Appendix no. 1 to the Rector's Resolution 14./2006 from 26 January 2006 as amended on: principles of justifying absence at work in relation to participation in congresses, conventions, conferences, symposiums, internships, trainings or courses.

GENERAL PRINCIPLES OF APPLYING FOR TRAVEL

§ 2

1. In order to obtain consent for the travel as per §1 (1) the student/doctoral student shall be obliged, **within the term of at least 21 days prior to the planned travel**, to submit an application for granting consent for the travel, the templates of which constitute Appendix No. 1 and Appendix No. 2 to the hereby document, respectively.
2. Failure to meet the term specified in sec. 1 may result in lack of consent for financing by the University of the travel costs.
3. The application specified in sec. 1 shall be submitted by the Applicant in one copy in the relevant Dean's office or Department of Doctoral Student Education or via electronic means from the individual email address in the domain 365.sum.edu.pl.
4. The application for travel of the student must be opinionated by the Dean of the Faculty or by the authorized Vice-Dean, relevant student organization, Finance-Accounting Department and the Bursar, subject to sec. 5. The application for travel of the doctoral student is subject to opinionizing by the Promotor, Doctoral School Director, Head of Research Project and Finance-Accounting Department/Department of Costs and approval of the Bursar, subject to sec. 5. In case of travel financed from external resources the applications shall additionally require approval of the Head or Director of the Organizational Unit responsible for coordination of the relevant realization of the co-financing agreement of the project or employee authorized by them. In case of co-financing as part of the budget of the Doctoral Student Government, an additional opinion granted by the doctoral student government shall be required to be obtained.
5. In case when the student/doctoral student applies for consent for the travel without the University covering the costs, no approval of the application for travel by the Finance-Accounting Department and the Bursar shall be required.
6. Applications opinionated by the Dean shall immediately be handed over by the Dean's Office to the Department of Student Affairs.
7. Decision in the scope of the level of reimbursement of costs of travel for the student/doctoral student shall be undertaken taking into consideration of the opinion of student/doctoral student organizations and the Bursar as part of the funds designated for activity of these organizations. Opinionizing the application by representatives of these organizations remotely, by means of electronic post in the domain 365.sum.edu.pl is permissible.
8. Applications for travel of the student/doctoral student are approved by the Vice-Rector for Academic Affairs/Vice-Rector for Science, respectively, and in case of their absence, by the person acting at the authorization of the Rector.
9. The student/doctoral student obtains information on the granted consent for travel and on the level of reimbursement of costs for travel to which they are entitled, via electronic means to the email address specified in the application form.

§ 3

1. The applicants whose application forms do not contain full data shall be obliged to supplement them in the designated timeframe.
2. Supplementation of data specified in sec. 1 may occur both in a hardcopy form and in an electronic format from the email address in the domain 365.sum.edu.pl.

§ 4

1. The student/doctoral student is obliged to settle the costs of travel within 14 days from the date of completion of the travel specified by way of the granted consent.
2. Template *Settlement of travel costs of the student and Settlement of travel costs of the doctoral student* constitute Appendix no. 3 and Appendix no. 4 to the hereby *Principles*, respectively,
10. The student/doctoral student shall be obliged to submit, along with the settlement of travel expenses, confirmation of participation in the travel (i.e. In the form of a stamp and signature of the organizer in the place specified in the Settlement of student/doctoral student travel expenditure or in the form of a certificate, copy of the certificate of participation etc.). The student/doctoral student shall send a signed original settlement with original financial documents (i.e. tickets, invoices, statement on incurring costs etc.), whilst supplementing of formal defects may occur by way of submission of documents via electronic means from the email address in the domain 365.sum.edu.pl
3. Failure to complete settlement within the term specified in sec. 1 may result in refusal to reimburse the costs.

§ 5

1. In case when the travel does not occur the student/doctoral student shall be obliged to notify the Department of Student Affairs/Division of Doctoral Student Affairs of this fact in writing with an indication of the cause of travel cancellation. The handover of the notification may occur both in a hardcopy form or in an electronic format from the email address specified in the application form.
2. In case when the travel does not occur at the fault of the student/doctoral student, he or she shall be obliged to cover all the financial consequences related thereto, including the costs incurred by the University.
3. In case when the necessity to change travel conditions occurs, the student/doctoral student shall be obliged to explain in writing these changes and obtain consent of the Vice-Rector for Academic Affairs/Vice-Rector for Science for the change of conditions. The application for granting consent for reserving additional funds may occur both in a hardcopy form and in an electronic format from the email address in the domain 365.sum.edu.pl.

SETTLING HOME TRAVEL

§ 6

1. Student/doctoral student may obtain total or partial reimbursement of costs for the home travel with regards to:
 - a) registration fee,
 - b) commuting,
 - c) Commuting by local communication means up to the level of the lump sum calculated according to the rules specified in the Regulation of the Minister of Labour and Social Policy from 29 January 2013 on receivables payable to the employee employed in the state or self-governmental unit in the public sector on account of business travel (that is, *Journal of Laws from 2023, item 2190*),
 - d) accommodation,up to the level of funds reserved in accordance with the travel costing.

2. In case of travel financed from external sources there is a possibility of the University reimbursing the costs constituting the equivalent of the allowance if funds have been assigned for this purpose, provided they are eligible expenditure.
3. Receivables on account of amounts constituting the equivalent of the allowance shall be calculated for the time from the commencement of the travel (departure) until its completion (return) in the following manner:
 - 1) if the journey lasts no longer than a day and amounts to:
 - a) less than 8 hours – the amount constituting the equivalent of the allowance shall not be granted,
 - b) between 8 and 12 hours - half of the amount constituting the equivalent of the allowance may be granted,
 - c) above 12 hours - the amount constituting the diet equivalent in full may be granted,
 - 2) if the travel lasts longer than a day, for each day the amount constituting the equivalent of the allowance in the full amount may be granted and for partial but commenced day:
 - a) up to 8 hours - half of the amount constituting the equivalent of the allowance may be granted,
 - b) above 8 hours - the amount constituting the diet equivalent in full may be granted.
4. The amount constituting the equivalent of the allowance shall not be granted:
 - 1) for the duration of travel from the city of permanent stay or temporary registration,
 - 2) if free-of-charge full board has been ensured (i.e. if meals have been included in the costs of participation in a course).
5. The amount constituting the equivalent of the allowance specified in sec. 3 shall be decreased by the cost of ensured free-of-charge catering assuming that each meal constitutes, respectively:
 - 1) breakfast - 25% of the amount constituting allowance equivalent,
 - 2) dinner - 50% of the amount constituting allowance equivalent,
 - 3) supper - 25% of the amount constituting allowance equivalent.
6. In case of using the hotel service as part of which catering has been ensured, the provisions of sec. 5 shall be applicable, respectively.
7. The means of transport in settling the cost of student/doctoral student's travel shall be the transport via:
 - 1) 2nd class train,
 - 2) intercity communication (bus, minibus).
8. Reimbursement of the travel/communication costs covers the ticket price for a defined means of transport taking into consideration the discount to which the student/doctoral student is entitled in case of a given transport means regardless of the type of discount to which they are entitled.
9. Students who are above 26 years old shall be reimbursed for the full amount of the ticket.
10. Doctoral students who are above 35 years old shall be reimbursed for the full amount of the ticket.
11. Reimbursement of costs for accommodation during home travel in objects offering hotel and accommodation services shall be granted at the level of the amount confirmed by means of a receipt or invoice, however, not exceeding the amount specified in § 6 sec. 1 letter d.
12. In exceptional cases, the possibility of using a different means of transport than one specified in sec. 7 shall require consent of the Vice-Rector for Academic Affairs/Vice-Rector for Science and International Cooperation subject to the written and justified application submitted by the student/doctoral student or their supervisor.
13. Reimbursement of the costs of the travel shall be executed on the basis of:
 - a) tickets,
 - b) invoices or receipts issued in the **name of the student/doctoral student**, confirming incurring the expenditure.

14. In case of inability to obtain the above-specified documents one must submit a written statement concerning the incurred expenditure and causes of lack of evidence supporting it which is approved by the Vice-Rector for Academic Affairs/Vice-Rector for Science or persons authorized by them. Template of the *Statement* specified-above constitutes Appendix no. 6 to the hereby Resolution.

SETTLING FOREIGN TRAVEL

§ 7

1. Student/doctoral student may obtain total or partial reimbursement of costs for the foreign travel with regards to:
 - a) commuting,
 - b) commuting by means of local communication means,
 - c) accommodation,in accordance with the costing of the travel.
2. Student/doctoral student shall be entitled to the reimbursement of factually incurred expenditure on account of:
 - 1) convention fees,
 - 2) visas or other fees mandatory in relation to entry in the territory of another country,
 - 3) bank charges,in line with the costing of travel at the level not exceeding the granted funding amount.
3. Receivables on account of amounts constituting the equivalent of the allowance shall be calculated in the following manner:
 - 1) for each the amount constituting the diet equivalent in full may be granted,
 - 2) for partial day of travel a specified part of the amount constituting allowance equivalent shall be granted:
 - a) up to 8 hours - one-third of the amount constituting the equivalent of the allowance,
 - b) between 8 and 12 hours - half of the amount constituting the equivalent of the allowance,
 - c) above 12 hours - the amount constituting the allowance equivalent in full value.
4. In case of free, full board, 25% of the amount constituting the equivalent of the allowance calculated according to the principles specified in sec. 3 shall be granted.
5. The amount constituting the equivalent of the allowance shall be decreased by the cost of ensured free-of-charge boarding assuming that each meal constitutes, respectively:
 - 1) breakfast - 15% of the amount constituting allowance equivalent,
 - 2) dinner - 30% of the amount constituting allowance equivalent
 - 3) supper - 30% of the amount constituting allowance equivalent;
6. In case of using the hotel service as part of which catering has been ensured, the provisions of sec. 5 shall be applicable, respectively.
7. Transport means in place in case of "travel" outside the country borders include:
 - a) train,
 - b) bus,
 - c) ferry,
 - d) airplane.
8. The means of transport appropriate in case of a foreign travel is approved by the Vice-Rector for Academic Affairs/Vice-Rector for Science or a person authorized by them upon application submitted by the student/doctoral student.

9. In case when the means of transport during the foreign travel of the doctoral student is an airplane, reservations and purchases of flight tickets shall be conducted **solely** by the University.
10. In case of travel of the students, bookings and purchases of flight tickets must be performed solely by SUM if the travel costs are entirely financed by the University.
11. In cases specified in sec. 9 and 10 the student/doctoral student must enclose filled out Order of Air Ticket Purchase with the Application for granting consent for travel the template of which constitutes Appendix no. 5 to the hereby *Principles*.
12. There is no possibility of settling costs of air ticket purchases by the doctoral student or the student in a situation specified in sec. 9 and 10 in case when the above-specified ticket was not purchased by the University.
13. Reimbursement of costs of transport shall occur at the level of the price of the ticket of the specified transport means including all additional fees, i.e.: seat fee, airport fees etc. taking into consideration the discounts for a given means of transport to which the student/doctoral student is entitled.
14. Accommodation in objects offering hotel and accommodation services to students/doctoral students is subject to reimbursement of costs at the level confirmed by the receipt/invoice within the limits established in line with the binding regulations with respect of the given purpose limit. The level limit is specified in the annex to the Regulation of the Minister of Labour and Social Policy from 29 January 2013 on receivables payable to the employee employed in the state or self-governmental unit in the public sector on account of business travel (that is *Journal of Laws from 2023, item 2190*),

FINAL PROVISIONS

§ 8

1. In case of holding a joint account or VAT invoice or tickets, students/doctoral students submit a statement confirming the transfer of partial amounts comprising total costs specified in a given VAT invoice, receipt or ticket.
2. Settlements of costs of a foreign travel are performed with the use of the average foreign exchange rate for a given currency issued by the National Bank of Poland on the last working day preceding the day of settling the travel, however, no later than on the 14th day from the date of return from the student/doctoral student travel.
3. In case of travel financed from the resources of research projects there is a possibility for the University to cover the fee related to participation solely in the home conferences, symposiums etc. prior to the date of departure on the basis of application constituting Appendix no. 7 to the hereby Principles. In case of travel financed from external resources there is a possibility for the University to cover the fee related to participation in the home and foreign conference, symposium etc. before the date of departure on the basis of application constituting Appendix no. 7 to the hereby Principles if within the agreement concerning financing of such travel funds for this purpose have been planned and provided that they constitute an eligible expenditure.
4. In case of group travel of students, there is a possibility for the University to cover the fee related to participation in the conference, training, camp etc. to the organizer's bank account provided they have their seat in Poland prior to the date of departure on the basis of the application form constituting Appendix no. 7 to the hereby Principles.
5. In case of group student travel for sport competitions there is a possibility for the University to cover the fee related to participation to the organizer's bank account provided they have their

seat in the territory of Poland prior to the date of departure on the basis of a disposition for pre-payment issued by the Department of Student Affairs.

- 6 In cases specified in sec. 4 and 5 the invoice should be issued to the Medical University of Silesia in Katowice, ul. Poniatowskiego 15, 40-055 Katowice, NIP: 634-0000-53-01,
7. A condition for payment of the convention fee by the University is the submission by the student/doctoral student of Application for payment of home/foreign convention fee for the student/doctoral student which constitutes Appendix no. 7 to the hereby Principles.
- 8 All supplementations to settlements may be conducted by electronic means through the email in the domain 365.sum.edu.pl with the exception of financial documents specified in § 4 sec. 3.

Rector
of the Medical University of Silesia in Katowice

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