

Confirmation of participation in the travel (stamp and/or signature)

SETTLEMENT OF COSTS OF STUDENT TRAVEL

First name, surname, address, student telephone number
.....

I apply for reimbursement of costs (indicate as appropriate):

to the following bank account (indicate the number)

in the cash register (indicate location)

DEPARTURE			ARRIVAL			Means of communication	cost
city	date	hour	city	date	hour		
1. Costs of passage and travel							
2. Costs of registration fee							
3. Costs of accommodation							
4. Other (allowance, visa) – in case of travel financed from external sources							
TOTAL							

I hereby enclose the following receipt and attach.....proofs.

.....
(date and signature of the student)

Verified in substantive terms Date stamp and signature of the Head of Student Education Division or authorized employee	Approval of the settlement of costs Date stamp and signature of the Vice-Rector for Students and Studies
Verified in formal and bank account terms Date stamp and signature of the Finance-Accounting Department	I approve payment of:PLNgrosz, in words: Date Bursar Date Chancellor

I confirm receipt of PLNgrosz

in words: date signature