**Resolution of the Senate of the Cracow University of Technology**

**from 22 March 2013**

**No. 19/ o/03/2013**

**concerning amendments to the resolution concerning the principles of submitting applications, directing and realizing foreign business travel of employees, doctoral students and students of the Cracow University of Technology**

Pursuant to Art. 42 par. 2 of the Act of 27 July 2005 on Higher Education Law (Journal of Laws from 2012, item 572 as amended) the Senate of the Cracow University of Technology resolves as follows:

§ 1

In appendix to the resolution of the Senate of PK from 1 July 2011 no. 51/o/07/2011, amended via resolution of the Senate of PK from 23 November 2012 no. 82/o/11/2012, specifying the Principles of applying, directing and realizing foreign business travel of employees, doctoral students and students of the Cracow University of Technology, the following amendments shall be introduced:

1. in § 3 par. 2 point 1 obtains the following wording:

1) daily allowance — for each day — at the level in force for the country of designation during a foreign travel. In case of foreign travel to two or more countries, the delegating person may agree more than one country of destination. Number of allowances from the period of employee’s stay (doctoral student and student — if this was agreed in the contract) outside of the country's borders, counting from the day and hour of crossing the Polish border upon departure until the day and hour of crossing the Polish border upon return. The following shall be granted for an incomplete day:

a) up to 8 hours — 1/3 of allowance

b) from 8 hours up to 12 hours — 1/2 of allowance

c) above 12 hours — allowance in full level”

2. In § 3 par. 2 point 2 obtains the following wording:

“2) allowance amount is decreased by the cost of ensured free-of-charge boarding assuming that each meal constitutes, respectively:

- Breakfast - 15% of allowance,

- Dinner - 30% of allowance,

- Supper - 30% of allowance.

An employee (doctoral student and student) who obtained a full daily, free-of-charge boarding is entitled to 25% of allowance. Employee (doctoral student and student) who remains in a hospital or another treatment facility during business travel is entitled, for each day (24h), to 25% of allowance. Employee (doctoral student and student) who, in the course of business travel who is entitled to receive financial receivables for boarding is not entitled to receive allowance. If the amount of obtained receivables is lower than the binding allowance, he or she shall be entitled to receive compensation up to the level of the applicable allowance.”

3. In § 3 par. 2 point 3 letter a obtains the following wording:

“a) reimbursement of costs for airline tickets, train tickets and bus tickets including additional fees including applicable reductions shall be performed on the basis of invoices (receipts) or on the basis of the presented tickets described and accepted by the delegating entity. Should presentation of the document which confirms the expenditure turn out to be impossible, the delegated person shall submit a written statement concerning the incurred expenditure and causes of the lack of proof, approved by the person supervising or delegating them for the business travel”

4. In § 3 par. 2 point 3 letter b obtains the following wording:

“b) should a travel occur by car on the basis of consent of persons specified in § 2 par. 1 the reimbursement of costs of such travel shall be performed according to the rates specified in the current regulation of the Minister of Infrastructure concerning conditions of establishing and the manner of performing reimbursements of costs of using personal cars, motorcycles and motorbikes which are not the property of employer for business purposes. The milage performed is verified by the Finance Department of PK.

; person using a vehicle which is not the property of PK is obliged to maintain a register of milage of the vehicle as per the template established for business travel in the territory of the country (template no. 2 to the Ordinance no. 7 of the Rector of PK from 9 March 2009),

5. In § 3 par. 2 point 3 letter c obtains the following wording:

„c) Reimbursement of costs of travel from the airport, railway station at the level of one allowance in the city of designation and in each other city in which the employee had an organized accommodation. When an employee (doctoral student and student) who bears the costs of solely on-way travel is entitled to the lump sum of 50% of allowance,”

6. In § 3 par. 2 point 3, letter e is added in the following wording:

“e) lump sums specified in letters c and d shall not be granted in the event when:

- foreign travel is carried out with the use of company or private car, motorcycle or motorbike,

- free travel was provided for the employee (doctoral student and student),

- employee (doctoral student and student) bears no costs towards which these lump sums are designated.”

7. In § 3 par. 2 point 4 obtains the following wording:

“4 reimbursement of costs for accommodation — fees for accommodation outside of the country borders cannot exceed the currently binding limit (specified in the valid regulation of the Minister of Labour and Social Policy concerning receivables to which employees employed by a state or local self-government unit under the budgetary sphere are entitled on account of business travel). Invoices (receipts) constitute the basis for settling. In case of lack of invoice (receipt) for accommodation the employee (doctoral student and student — if this was specified in the agreement) may settle the lump sum constituting 25% of the above-specified limit whilst submitting a statement that he or she has not used accommodation at the cost of the hosting party. Lump sum shall not be granted for the travel duration.”

8. In § 3 par. 2 points 8 and 9 shall be added in the following wording:

“8) rector, prorector, dean may grant consent for refunding other justified expenditure which cover fees for luggage, travel via paid roads and highways, stay in the paid parking zone, parking places and other necessary expenditure directly related to taking business travel.

9) rector, prorector, dean may express consent for reimbursement of costs of air transport of personal luggage with weight not exceeding 30 kg, counted jointly with paid luggage weight in the price of the ticket should the travel last above 30 days or should the country of designation be the non-European country.”

9. In § 3 par. 8 shall be added in the following wording:

“8. In the event of illness occurring during foreign travel or in the event of death while traveling abroad, reimbursement of costs shall be executed in accordance with the current regulation of the Minister of Labour and Social Policy concerning receivables to which an employee employed in the state or self-government unit in the budget zone on account of business travel is entitled.”

§ 2

Uniform text “Principles of applying, directing and realizing foreign business travels of employees, doctoral students and students from the Cracow University of Technology” encompassing changes specified in § 1 constitutes an appendix to the hereby resolution.

§3

The resolution shall come into force on the day of its passing and shall be applicable with respect of foreign travels ended and settled from 1 March 2013 going forward.

Appendix

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