

Regulations for reimbursement of travel expenses of doctoral students who attend the Summer School within the project "UMCS Doctoral Schools-Your Success in Globalized World of Science".

§ 1

[General Provisions]

1. The Regulations are established based on the project funding agreement No. BPI/STE/2021/1/00006/U/00001, signed between the Maria Curie-Skłodowska University, hereinafter referred to as the Beneficiary, and the National Agency for Academic Exchange, based in Warsaw, hereinafter referred to as the Agency.
2. Participation in the Summer School is funded by the National Agency for Academic Exchange under the STER-Internationalization of Doctoral Schools Program.
3. Participant is defined as the doctoral student(s) who have been qualified to participate in the Summer School.
4. The support to be provided to Ph.D. students is implemented within the framework of Task 3 Participation of Ph.D. students in Summer School organized by UMCS.

§ 2

[Reimbursement of travel expenses].

1. The participant whose place of residence is a place outside of Lublin is entitled to reimbursement of travel expenses for attending the Summer School (once in both ways).
2. Reimbursement of travel expenses is based on the application for reimbursement of travel expenses submitted by the Participant within max. 14 days from the date of completion of the Summer School, together with attached tickets or invoice/bill confirming the purchase of tickets for travel to the Summer School. In the case of travel by private car, reimbursement will be made based on the price of train/bus/airline tickets in economy class on the indicated route based on a document certified by the carrier.
3. Reimbursement of travel expenses is paid once to the Participant's bank account indicated in the Application for reimbursement of travel expenses.
4. Failure to submit the aforementioned application by the deadline specified in §2 pt. 2 is equivalent to resignation from applying for reimbursement.
5. Reimbursement of round-trip travel expenses is established in the amount of:
 - 1) for doctoral students residing in the country - up to a maximum amount of PLN 100.00 gross (in words: one hundred zlotys, 00/100);
 - 2) for doctoral students residing abroad - up to a maximum amount of PLN 1,500.00 gross (in words: one thousand five hundred zlotys, 00/100).

6. In the case of reimbursement of costs incurred in foreign currency, the amount spent will be converted into PLN according to the average exchange rate of the National Bank of Poland from the day preceding the issuance of the document to verify whether it falls within the specified limits.
7. Reimbursement of travel expenses is assumed for 30 participants of the Summer School up to the limit of the project budget relating to the task.
8. The award of reimbursement of travel expenses is determined by the order of applications submitted for reimbursement of travel expenses.

§ 4 **[Final Provisions]**

1. The Regulations enter into force on 31.03.2023 and are valid until the end of the implementation and settlement of Task 3 Participation of Ph.D. students in Summer School organized by UMCS.
2. (2) The Regulations are available on the Project website and in the Project Office.

APPLICATION FOR REIMBURSEMENT OF TRAVEL EXPENSES

in connection with participation in the Summer School as part of the project „UMCS Doctoral Schools – Your Success in Globalized World of Science”

1. Personal data of the doctoral student applying for reimbursement of travel expenses:

Surname:		First name:	
RESIDENCE ADDRESS:			
Street:		House/apartment number:	
Zipcode:		Town and Country:	
Bank Code – BIC or SWIFT		Bank account:	
Account no.:			

2. Travel details (round trip):

Town	Country	Dates of stay			
.....					
Departure date			Arrival date		
Town	Date	Time	Town	Date	Time

3. Travel expenses:

	Amount	Currency
Airline ticket		
Train/bus ticket		

The amount of money spent on travel:

.....
 Place and date

.....
 Participant's signature

Nazwa Programu NAWA	STER-Umiędzynarodowienie Szkół Doktorskich
Nazwa/tytuł Projektu	UMCS Doctoral Schools – Your Success in Globalized World of Science
Opis/Cel poniesienia wydatku	Wydatek poniesiony w związku z udziałem w Szkole Letniej w ramach Zadanie 3. Udział doktorantów w Szkole Letniej organizowanej przez Szkoły Doktorskie UMCS w ramach projektu „UMCS Doctoral Schools-Your Success in Globalized World of Science”, umowa o dofinansowanie nr BPI/STE/2021/1/00006/U/00001.
Kwota kwalifikowana	
Nazwa kosztu z budżetu Projektu	Koszt podróży doktoranta/teki - The cost of organizing a summer school - doctoral students' stay. ZFIN 00000720, PN-E-00-001-22-03.

Proszę o dokonanie zwrotu środków w kwocie na rachunek wskazany przez doktoranta/doktorantkę.

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 miejscowość, data

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 Podpis koordynatora projektu

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 podpis dysponenta środków