

**Announcement of the Rector of UMCS
of the 2nd January 2025**

regarding the purchase of airline tickets for foreign trips of employees, doctoral students, students and persons Non-UMCS personnel

1. In connection with the expiration of the contract for the provision of services in the scope of booking and sale of airline tickets for the needs of UMCS, we hereby inform that:
 - 1) starting from 1 January 2025, airline ticket bookings and purchases for foreign trips are to be made individually by the traveller with any carrier or via a booking portal. If a departing person/guest of UMCS requires assistance with ticket purchases, this service will be provided by the Foreign Trips Team at the UMCS Center for International Cooperation (hereinafter referred to as CWM);
 - 2) ticket purchases must adhere to the principles outlined in Regulation No. 69/2022 of the Rector of UMCS *regarding business trips of employees, trips of students and doctoral students and non-UMCS personnel*. Approval of the relevant applications is required prior to making any purchase;
 - 3) airline tickets should be purchased in accordance with the principles of expediency, economy, and efficiency in public spending, i.e. selecting connections with the optimal travel time and the lowest available prices in economy class. Purchasing tickets in higher classes is permissible only if the price is lower than that of economy class (documentation of available offers for both classes must be provided with printouts);
 - 4) the cost of tickets must be included in the budget specified in the foreign trip application;
 - 5) payment for the purchase of tickets for foreign trips may be made::
 - a) by the employee using advance funds approved in the travel application or their own funds, with reimbursement by the university (the decision to use personal funds rests with the individual making the purchase);
 - b) by the CWM employee, using bank card or transfer based on an invoice, pro forma invoice or advance payment request.
 - 6) travelers must attach the following ticket details to the settlement of their travel application:
 - a) ticket number and date of issue,
 - b) name and surname of the traveller,
 - c) information identifying the type of service,
 - d) total amount due.
 - 7) In the event of the cost of the ticket exceeding the first threshold amount specified in the current Public Procurement Regulations at UMCS, the traveler must attach a protocol documenting the selection of the most cost-effective offer. Assistance with this process is provided by the Foreign Travel Team.
 - 8) the traveller assumes full responsibility for independently selecting the carrier and purchasing the ticket. Any necessary changes must be handled directly by the traveler through the carrier.
2. Information on submitting and settling the travel application for a foreign trip is available on the UMCS website, in the Employee/International Cooperation Center/Guest Trips and Arrivals tab.
3. The announcement applies to all purchases made from 1 January 2025.

R E C T O R

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