

## **Regulations for receiving, financing and accounting for visits of foreign guests to the Maria Curie-Skłodowska University**

### **§1**

1. Rules are introduced for receiving, financing and accounting for visits of foreign guests to the Maria Curie-Skłodowska University.
2. The regulations cover in particular visits within the framework of:
  - 1) teaching and research programmes;
  - 2) research, educational, training and other projects;
  - 3) intergovernmental agreements;
  - 4) bilateral cooperation agreements of the University;
  - 5) at the invitation of organisational units of the University;
  - 6) in order to participate in conferences, symposia, scientific seminars, courses and trainings.

### **§2**

1. The inviting unit submits to the Foreign Cooperation Team of the Centre for Scientific Research and International Cooperation a duly completed application for the reception of a foreign guest (*annex no. 1 to these Regulations*).
2. Payments related to the reception of a guest by units of the University may be made only after the application has been approved by the relevant Vice-Rector for International Cooperation. Confirmation of the availability of funds by the Controlling Department must be obtained before submitting the application to the Vice-Rector.
3. An accepted request to receive a guest is the basis for an official invitation.
4. The obligation to submit an application referred to in subsection 1 also applies to received guests for whom the University does not bear the costs associated with their stay.

### **§3**

1. The inviting unit is obliged to appoint a guest supervisor who is responsible for handling the guest's stay in terms of:
  - 1) preparing the programme of the stay;
  - 2) booking accommodation or means of transport;
  - 3) preparing, with the assistance of the Foreign Cooperation Team of the Centre for Scientific Research and International Cooperation, of an order for payment of an advance payment, if any;
  - 4) assisting in settling the costs of the stay.
2. At the end of the foreign guest's stay, the academic supervisor is obliged to submit a report on the stay to the relevant Vice-Rector for International Cooperation, in which they are obliged to present the benefits that the University has achieved from the visit.

#### §4

1. The costs of travel, accommodation and subsistence expenses during the stay (per diems) may be reimbursed.
2. The costs referred to in subsection 1 shall be settled on the basis of, in particular, the originals of invoices, receipts, tickets, boardings cards and confirmation of receipt of per diems. Exceptionally, the settlement may be based on on notarially certified copies of documents.
3. The costs related to the stay of the foreign guest shall be covered from the funds at the disposal of the inviting unit. Costs may also be covered, where possible, from grants or external projects.
4. In the event of covering the costs of a foreign guest's stay from grants or external projects, confirmation of the availability of funds by the Controlling Department and the relevant organisational unit responsible for the administrative service of the grant or project (Centre for Scientific Research and International Cooperation, Centre for Education and Student Services).
5. Travel-related costs may be funded by:
  - 1) the University;
  - 2) the guest – the reimbursement is based on a form completed and signed by the guest – Reimbursement Request Form (*Annex no. 2 to these Regulations*).
6. Accommodation costs may be funded by:
  - 1) the University;
  - 2) the guest – reimbursement is based on the Reimbursement Request Form.
7. Exceptionally, it may be possible to reimburse travel or accommodation expenses on the basis of a debit note issued by the guest's home unit.
8. The per diems may be paid in cash (at a bank branch designated by the University):
  - 1) directly to the foreign guest;
  - 2) through the guest's academic supervisor in the form of an advance payment, for the settlement to which it is necessary to confirm receipt of the funds by the guest, (*Annex no. 3 to these Regulations*).
9. The University does not cover cost of insurance for the guest during their stay in Poland.

#### §5

Funding for the stay of foreign guests at the University shall be based on the following rules:

- 1) in the event that programmes and concluded agreements stipulate the scope and amount of benefits for guests, payment shall be made in accordance with these rules;
- 2) in other cases, the benefits may not be higher than:
  - a) per diem for each day of the stay – up to PLN 100,
  - b) accommodation in guest rooms of the University or in a hotel – up to PLN 300 per day;
- 3) In justified cases, the relevant Vice-Rector for International Cooperation, at the request of the head of the unit inviting foreign guests, may agree to set a different amount of benefits than that resulting from these Regulations or to grant other benefits.

## **§6**

1. The person authorised to make all decisions in the scope defined by these Regulations is the relevant Vice-Rector for International Cooperation.
2. In matters related to foreign guests' arrivals not regulated by these Regulations, decisions are made by the relevant Vice-Rector for International Cooperation.

## **§7**

These Regulations do not apply to people coming to the University as exchange students and PhD students.

Lublin, .....

Stamp of the inviting entity

## **APPLICATION FOR THE RECEPTION OF A FOREIGN GUEST**

### **1. Person/entity inviting:**

.....  
Title, first name and last name of the inviting person

.....  
Name of unit

.....  
Telephone number, e-mail address

### **2. Last name and first name of a foreign guest:**

.....  
Title/academic degree, last name and first name

.....  
Name and address of home university/institution

### **3. Date of stay:**

.....  
Date of arrival – date of departure

### **4. Purpose and reason for arrival:**

.....  
.....  
.....  
.....  
.....

### **5. Source of funding for stay:**

.....

### **6. Supervisor of the guest during the stay at the University:**

.....  
Last name and first name

.....  
Telephone number, e-mail address

**7. Estimated costs:**

<b>Benefit paid to the guest</b>	<b>Payment method</b> (tick the right one)	<b>Amount</b>
<b>Per diem:</b> Number of days: ..... Amount of per diem: ..... .....	<input type="checkbox"/> advance <input type="checkbox"/> refund to guest	
<b>Accommodation:</b> Place of accommodation: ..... ..... .....	<input type="checkbox"/> bank transfer <input type="checkbox"/> refund to guest	
<b>Travel costs from abroad:</b>	<input type="checkbox"/> bank transfer <input type="checkbox"/> refund to guest	
<b>Other:</b>		

**Confirmation of funding source:**

.....  
 Signature and stamp of the Bursar

**8. Substantive approval of the visit:**

*I agree to receive a foreign guest*

.....

Signature of the Head of Unit

.....

Signature of the Vice-Rector

## **REIMBURSEMENT REQUEST FORM**

### **1. Personal Information**

.....  
Last name First name Gender F/M

.....  
Home address

.....  
Passport No. Date of birth

.....  
Telephone number Fax e-mail

.....  
Institution of affiliation

### **2. Details of your bank account**

.....  
Name of Account Holder

.....  
Address of Account Holder

.....  
Name of bank

.....  
Bank account IBAN

.....  
Bank Code – BIC or SWIFT

### **3. Purpose of the visit**

.....

.....  
.....

#### 4. Travel information

##### 4a. Destination:

.....  
Town Country Date of stay

Departure			Arrival		
Town	Date	Time	Town	Date	Time

##### 4b. Travel expenses

	Amount	Currency
Air ticket		
Train ticket		
Car - please indicate car registration number: total km both ways		

##### 4c. Accommodation

	Amount	Currency
Name and address of the hotel		
Number of days		

.....

Date and signature

### **Cash receipt**

I acknowledge the receipt of the sum of  
....., in respect of the per diems to which I  
am entitled in connection with my stay at the Maria Curie-Skłodowska University on  
.....

Transferor (supervisor)

Receiver (foreign guest)

Lublin, date .....