

Attachment No 1 to the agreement between the Beneficiary and the Project Participant – Visit settlement form

VISIT SETTLEMENT

I. BASIC INFORMATION

| | | |
|----|----------------------------------------------|-----------------------------------------------|
| 1. | Name and surname of the project participant: | |
| 2. | Title of the project: | PROM Programme – short-term academic exchange |
| 3. | Number of the agreement: | PI/PRO/2024/1/00025/U/00001 |
| 4. | Place of residence (city): | |
| 5. | Date of departure: | |
| 6. | Date of return: | |
| 7. | City of the host institution: | |
| 8. | Purpose of the visit: | |

II. COSTS OF TRAVEL FROM POLAND OR TO POLAND

| No. | Country group | Amount [PLN] |
|-----|---------------|--------------|
| 1. | | |

III. COSTS OF SUBSISTANCE AND ACCOMODATION

| no. | Number of days* | Country group | Daily rate [PLN] | Amount [PLN] |
|-----|-----------------|---------------|------------------|--------------|
| 1. | | | | 0 |

*The number of days of stay includes days spent on travelling

IV. SCHOLARSHIP

| no. | Number of days* | Daily rate [PLN] | Amount [PLN] |
|-----|-----------------|------------------|--------------|
| 1. | | | 0 |

V. COSTS OF CONFERENCE FEES, COST OF TRAINING, COURSE AND WORKSHOPS

| SUMMARY OF ACCOUNTING RECORDS CONCERNING CONFERENCE FEES, TRAINING, COURSES AND WORKSHOPS | | | | |
|-------------------------------------------------------------------------------------------|---------------------------|--------------------------------------|--------------|-----------------------------|
| No. | Name of commodity/service | Number and type of accounting record | Amount [PLN] | Payment method* |
| | | | | to be paid by bank transfer |
| | | | | paid by the participant |
| | | | | to be paid by bank transfer |
| | | | | paid by the participant |
| Total paid by the participant | | | | - zł |

| | |
|------------------------------------|------|
| Total to be paid by bank transfer* | - zł |
|------------------------------------|------|

Original accounting records shown in the table constitute attachments to the visit settlement.

*All accounting records "to be paid by bank transfer" must be issued to the Beneficiary in the project

VI. SETTLEMENT

| | | |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------|------|
| 1. Amount of advance payment paid to the project participant | | - zł |
| 2. Costs due, including: [a + b + c+ d] | | - zł |
| a. | Costs of travel from Poland or to Poland | - zł |
| b. | Costs of subsistence and accommodation | - zł |
| c. | Scholarship | - zł |
| d. | Costs of conference fees, cost of training, courses and workshops paid by the participant | - zł |
| 3. Amount to be reimbursed/paid [1–2] | | - zł |

| | |
|----------------------------------------------------------------------------------|------|
| 4. Outstanding costs of conference fees, cost of training, courses and workshops | - zł |
|----------------------------------------------------------------------------------|------|

| | |
|--------------------------------------------------------------------------------------------|------|
| Please return/I undertake to return* the amount resulting from the settlement of my visit. | - zł |
|--------------------------------------------------------------------------------------------|------|

* Delete as applicable

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Date and signature of the participant

Date and signature of the person approving the settlement

Amount approved for payment

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Chief Accountant

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Director

