

SHORTENED INSTRUCTIONS

Re: [Decree No. 21/2023 of May 18, 2023](#).

Legal basis: [Regulation of the Minister of Labor and Social Policy of January 29, 2013 on receivables for a staff member employed by a public sector state or local government unit for business trips \(Journal of Laws 2023, item 2190\)](#)

PREPARATION FOR A BUSINESS TRIP

Fill in the forms

TRAVEL ORDER ([ATTACHMENT NO. 1](#))

- Approval of the trip by:
 - Person ordering the trip - immediate superior or funds holder
 - Department of Projects Financial Management (in the case of funding the trip from project funds)
 - Director - General Director or Deputy Director
- Execution of the trip begins on the moment of approval of the trip by Director or Deputy Directors who sign the form in the place "Director"

PAYMENT FORM ([ATTACHMENT NO. 3](#))

- should be submitted after the approval of the travel order by Director. The payment form is to be submitted in the absence of an invoice (payment before the provision of service). The invoice should be submitted after the service is provided (if the payment form was previously submitted without the invoice, or the invoice did not include the full amount of the payment for the service provided).

REQUEST FOR ADVANCE PAYMENT ([ATTACHMENT NO. 4](#))

- in the event of a domestic trip, the request for advance payment should be submitted 7 days prior to the departure

TRAVEL REQUEST FOR A FOREIGN TRIP ([ATTACHMENT NO. 5](#))

- should be submitted to the Department of Projects Financial Management at least 14 days before the beginning of the trip

REQUEST FOR USING A PRIVATE VEHICLE FOR BUSINESS PURPOSES ([ATTACHMENT NO. 6](#))

TRAVEL AGREEMENT CAN BE CONCLUDED WITH PERSONS OTHER THAN IFJ PAN EMPLOYEES ([ATTACHMENT NO. 10](#))

- under the condition specified in the instructions

CHANGE IN THE DATE OF THE DEPARTURE

- IFJ PAN Employee Department should be notified about a change in the date of the departure

CANCELLING A BUSINESS TRIP ([ATTACHMENT NO. 13](#))

- in the case of cancelling a trip, the Accounting and Finances Department should be immediately notified about this fact and the cancellation form should be submitted

REQUEST FOR PERMISSION TO COMBINE BUSINESS TRIP WITH PRIVATE STAY ([ATTACHMENT NO. 14](#))

DURING THE TRIP

Collect accounting documents confirming the expenses incurred:

- invoices/bills for accommodation, train/bus tickets, invoices/bills/fiscal receipts for other expenses (not applicable to settlements in the form of a lump sum)
- in the case of accident please inform your superior
- the applicant cannot make an arbitrary change in the means of transport, length of stay and others under pain of getting no refund
- in the event of exceptional occurrences (e.g. flight cancellation, strike), the travelling person should submit evidence in the form of e.g. photo, e-mail printout, other documentation

AFTER RETURN

- fill in the travel order with information about using public transport and others and put your signature ([ATTACHMENT NO. 1](#))
- fill in the form "Settlement of business trip expenses" ([ATTACHMENT NO. 2](#)) - in accordance with the collected bills/invoices and other proofs of purchase and put your signature
- deliver the form "Settlement of business trip expenses" together with a set of described documents to the Accounting and Finances Department within 14 days after the end of the trip
- the documents should be described on the back. Receipts and tickets in small format should be stapled to a sheet of paper of larger format
- the expenses incurred by the employee during the trip and documented with proofs not including the buyer's data (such as receipts) or proofs including the employee's data (not applicable to payments made directly by the Institute) should be attached to the form "Settlement of business trip expenses"
- payments made directly by the Institute by means of bank transfer or credit card should be documented with an invoice/bill issued directly for the Institute of Nuclear Physics Polish Academy of Sciences, ul. Radzikowskiego 152, 31-342 Kraków, Poland (NIP: 6750000444)

BUSINESS TRIPS

PER DIEM (subsistence allowance)

Business trip calculators:

<https://www.lex.pl/kalkulatory/kalkulator-delegacji-krajowej-i-zagranicznej-podrozy-sluzbowej,22.html>

DOMESTIC TRIP

FOREIGN TRIP

A PER DIEM is used to cover the increased food expenses and amounts to **45,00 PLN**.

The employee is not entitled to per diems if they travel to the place of their permanent or temporary stay or if they were provided with full board free of charge.

A per diem is calculated based on the length of stay **from the moment of departure to the moment of return**.

If the trip lasts shorter than a day:

- **up to 8 hours** – no daily per diem;
- **from 8 to 12 hours** – 50% of a daily per diem, i.e.: **(22,50 PLN)**;
- **more than 12 godzin** – full daily per diem (**45,00 PLN**).

If the trip lasts longer than a day, the employee is entitled to a full daily per diem for each full day, and for an incomplete day:

- **up to 8 hours** – 50% of a daily per diem, i.e.: **22,50 PLN**;
- **more than 8 hours** – full daily per diem (**45,00 PLN**).

The amount of a per diem is reduced by **the cost of meals provided free of charge**, assuming that each meal equals:

- breakfast – 25% of a daily per diem, i.e.: **11,25 PLN**;
- lunch – 50% of a daily per diem, i.e.: **22,50 PLN**;
- dinner – 25% of a daily per diem, i.e.: **11,25 PLN**.

The length of a foreign trip is calculated depending on the method of transport:

- by land – from the moment of **crossing the national border** on the way abroad until the moment of crossing the national border on the way back to Poland;
- by air – from the moment of **plane take-off** on the way abroad **from the last airport in Poland until plane landing** in the **first airport in Poland**;
- by sea – from the moment of **the vessel (ferry) departing from the last Polish port** until **the vessel (ferry) enters the first Polish port** on its way back.

The employee is entitled to a full daily per diem for each full day of a foreign business trip.


For an incomplete day of a business trip:

- **up to 8 hours** – 1/3 of a daily per diem;
- **from 8 to 12 hours** – 50% of a daily per diem;
- **more than 12 godzin** – full daily per diem.

The amount of a per diem is reduced by the cost of meals provided free of charge, assuming that each meal equals:

- breakfast – **15% of a daily per diem**;
- lunch – **30% of a daily per diem**;
- dinner – **30% of a daily per diem**.

BUSINESS TRIPS

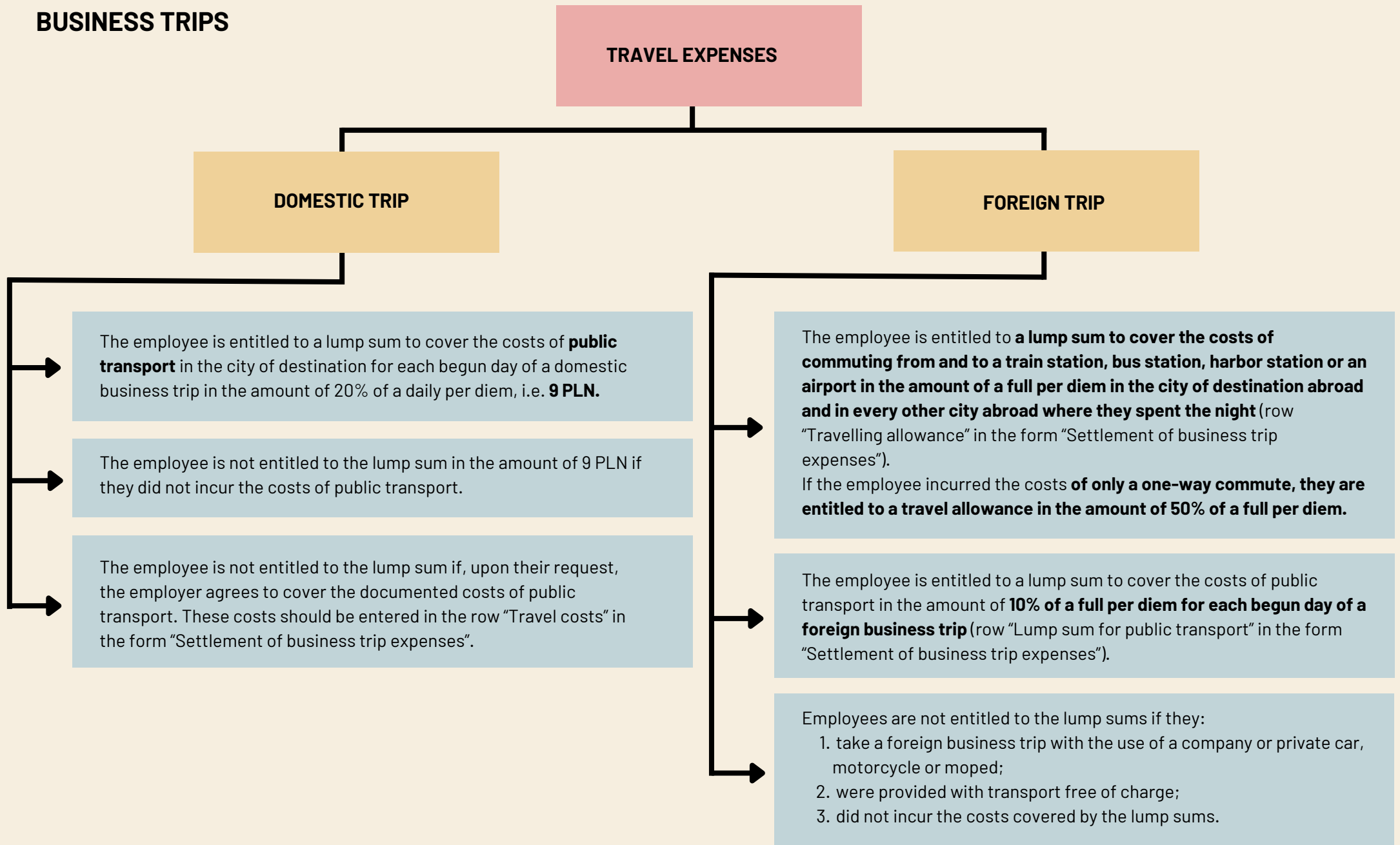


A per diem in a foreign business trip is used to cover food expenses and other incidental expenses. The employee is entitled to a per diem in the amount applicable to a country of destination in a business trip (Attachment to the Regulation of the Minister of Labor and Social Policy of January 29, 2013)

Business trip calculator:

<https://www.lex.pl/kalkulatory/kalkulator-delegacji-krajowej-i-zagranicznej-podrozy-sluzbowej,22.html>

BUSINESS TRIPS



Domestic/foreign trip (mileage/rates):

- 0,89 PLN for a personal car with the engine capacity of less than or equal to 900 cm³,
- 1,15 PLN for a personal car with the engine capacity of more than 900 cm³,
- 0,69 PLN for a motorcycle,
- 0,42 PLN for a moped.

BUSINESS TRIPS

ACCOMMODATION

DOMESTIC TRIP

FOREIGN TRIP

During a domestic business trip, the employee is entitled to be refunded the cost of accommodation in a facility providing lodging services in the amount evidenced by **a bill** (the employee writes an explanation on the back of the bill with information about the type of meals provided by the facility and whether the bill applies to more than one person staying in the facility). **If the lodging service includes meals provided to the employee, the per diems are reduced accordingly.**

If the employee was not provided with lodging service free of charge and if the employee did not submit a bill, they are entitled to a lump sum for each day of lodging service in the amount of 150% of a daily per diem, i.e. **67,50 PLN.**

The employee is entitled to the lump sum for lodging service if the service lasts **at least 6 hours between 9 PM and 7 AM.** The refund for lodging service or the lump sum is not applicable for the time of travelling and if the employer decides that the employee had the possibility of returning to the place of their permanent or temporary stay on each day of a business trip.

During a foreign business trip, the employee is entitled to be refunded the cost of accommodation in a facility providing lodging services in the amount within the limit specified for individual countries in the attachment to the Regulation (the employee writes an explanation on the back of the bill with information about the type of meals provided by the facility and whether the bill applies to more than one person staying in the facility). **If the lodging service includes meals provided to the employee, the per diems are reduced accordingly.**

If the employee did not submit a bill for lodging service, they are entitled to a lump sum in the amount of **25% of the limit** specified for individual countries in the attachment to the Regulation. The lump sum is not applicable for the time of travelling.

If the employer or a foreign host provides the employee with lodging service free of charge, the lump sum is not applicable and the cost of the lodging service is not settled based on a bill.

BUSINESS TRIPS

ADMISSION FEE

CONFERENCE

PARTICIPATION

TRAINING

EXHIBITION