

WARSAW UNIVERSITY OF TECHNOLOGY		APPROVED WITH REGARD TO FORMAL REQUIREMENTS
APPLICATION - REFERRAL ABROAD (WWS)		
SAP number of the trip	XYRRNNNNN Date SIGNATURE OF CWM EMPLOYEE

EMPLOYEE PHD STUDENT STUDENT

A PERSON TRAVELLING ABROAD			
Name and surname:			
PESEL NUMBER:	Academic title and degree	Position	e-mail address
Place of employment/study (Faculty, Unit)			Contact phone numbers

B APPLICATION		
I apply for a referral abroad, in accordance with the data below:		
Country	City	Name of institution
1.	1.	1.
2.	2.	2.
Purpose of the trip: <input type="checkbox"/> research <input type="checkbox"/> teaching <input type="checkbox"/> training		
Detailed description of the purpose of the trip		
Period of the foreign trip	from:	to:
The foreign party/institution outside of WUT*		
<input type="checkbox"/> covers the benefits (list):		
<input type="checkbox"/> does not cover any benefits		

C OBLIGATION/STATEMENT	
I undertake to settle the costs of the trip within 14 days as of its end.	
I declare that if I do not settle the advance payment within 14 days as of the end of the trip, I consent to have the full amount of the advance payment deducted from my remuneration.	
I declare that I shall submit a written report on my trip within 14 days as of the end of the trip.	
..... date and signature of the person travelling abroad	

D LIST OF BENEFITS						
No	Type of benefit	Number of benefits	Value of 1 benefit	Total	Maximum amount for the trip	Accounting distribution of costs
1	Scholarship					
2	Lump sum					
3	Maximum accommodation allowance					
4	Insurance					
5	Benefits other than the scholarship:					
6	Transport to the destination: Means of transport:					
Bursar/Bursar's proxy		Project head		Unit head (fund administrator)		

E DECISION	
I accept the purpose of the trip, benefits awarded and period of the foreign trip.	
..... DATE AND SIGNATURE OF THE HEAD OF THE PERSON TRAVELLING ABROAD DATE AND SIGNATURE OF THE PERSON TAKING THE DECISION

F	APPLICATION FOR AN ADVANCE PAYMENT/PAYMENT OF BENEFITS IN ACCORDANCE WITH POINT 'D' AND ITS COLLECTION
	<p>Collection of the advance payment/benefits</p> <p><input type="checkbox"/> cash:..... <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Name and surname of the person picking up cash Passport/ID number PESEL NO. </div> </p> <p><input type="checkbox"/> transfer to the bank account number given in the request for an advance payment</p> <p style="text-align: center;">..... DATE AND SIGNATURE OF THE PERSON TRAVELLING ABROAD</p>

*cross out as applicable

The person travelling abroad completes clearly sections marked with letters **A,B,C,D,F**

WWS-REFERRAL is completed by persons travelling abroad in particular for the following purposes:

1. **research**
2. **teaching**
3. **training in:**
 - 1) part of long-cycle Master's study or first-cycle study or second-cycle study;
 - 2) postgraduate study;
 - 3) doctoral study or education in a doctoral school;
 - 4) scientific and teaching internships;
 - 5) language courses and other professional training courses;
 - 6) job placements;
 - 7) Athens programme sessions.

To the referral the following should be attached:

- 1) agreement on co-financing the trip;
- 2) invitation from the foreign institution (not applicable to persons travelling abroad within a European educational programme);
- 3) information on the scope of funding of benefits by an institution other than WUT;
- 4) request for international transport tickets and information clause;
- 5) visa forms, photographs and a valid passport – for trips to countries that require a visa;
- 6) copy of an agreement on using a private vehicle for business purposes if the person travelling abroad has been granted consent to travel by a car not owned by WUT;
- 7) copy of the consent to a paid leave for the trip.