

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:	
3.	Number of the agreement:	
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, HEALTH INSURANCE, THIRD PARTY LIABILITY INSURANCE, ACCIDENT INSURANCE, VISA FEES OR FEES ASSOCIATED WITH LEGALISATION OF STAY

Item	The distance in a straight line between the Participant's place of residence and the location of their stay (in km):	Amount [PLN]
1.	more than 6,000	

### III. COSTS OF STAY

Item	Number of days*	OECD country or country listed in the top fifty of the MERCER report [YES/NO]	Amount [PLN]
1.		NO	

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

### IV. COSTS OF CONFERENCE FEES, COST OF TRAINING, COURSE AND WORKSHOPS

SUMMARY OF ACCOUNTING RECORDS CONCERNING CONFERENCE FEES, TRAINING, COURSES AND WORKSHOPS				
Item	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
<b>Total paid by the participant</b>				- zł
<b>Total to be paid by bank transfer*</b>				- 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

## V. SETTLEMENT

<b>1. Advance payment paid to the project participant</b>		- zł
<b>2. Costs due, including: [a + b + c]</b>		- zł
a.	Costs of travel, health insurance, third party liability insurance, accident insurance, visa fees or fees associated with legalisation of stay	- zł
b.	Costs of stay	- zł
c.	Costs of conference fees, cost of training, courses and workshops paid by the participant	- zł
<b>3. Amount to be reimbursed/paid [1–2]</b>		- zł
<b>4. Outstanding costs of conference fees, cost of training, courses and workshops</b>		- zł
<b>Please return/I undertake to return* the amount resulting from the settlement of my visit.</b>		- zł

\* Delete as applicable

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Date and signature of the participant

Date and signature of the person approving the settlement