*Załącznik nr 6*

*do Regulamin przyjmowania gości krajowych i zagranicznych*

*w jednostkach Uniwersytetu Jagiellońskiego – Collegium Medicum*

**REIMBURSEMENT REQUEST FORM**

**1. Personal Information**

………………………………………………………………………………………………………...…..........

**Family name Forename Gender (M/F)**

………………………………………………………………………………………………………….............

**Home address**

………………………………………………………………………………………………………….............

**Telephone Fax e-mail**

………………………………………………………………………………………………………….............

**Institution or affiliation**

**2. For direct payment, please fill in all details of your bank account**

**Name of Account Holder** ………………………………………………………………….........................…

**Address of Account Holder** …………………………………………………………………..…...................

**Name of bank or postal account** …………………………………………………………….….............…...

**Branch and address (unless IBAN+SWIFT given)**………………………………………….....…………...

**Bank Account No – IBAN\*** ………………………………………………………………………..................

**Bank Code – BIC or SWIFT\*** ……………………………………………………....…………….................

**3. Travel Information**

**Destination** …………………………………………………………………………………...…....................

**Town Country Dates of stay**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Itinerary** | From | To | Travel | Date | Hour |
| Town |  |  | Start |  |  |
|  |  | End |  |  |
| Town |  |  | Start |  |  |
|  |  | End |  |  |

|  |  |  |
| --- | --- | --- |
|  **Travel expenses** | Amount | Currency |
| air ticket*(please attach together with the boarding pass)* Apex 🞏 |  |  |
| train ticket *(please attach)* |  |  |
| car – please indicate car registration number:  total Km (both ways): |  |  |

**4. Accomodation** *(please attach the original invoice)*

|  |  |  |
| --- | --- | --- |
|  | Amount | Currency |
| **Name and address of the hotel:** |  |  |
| **Number of days:** |  |  |

I hereby declare that the costs specified above have not been reimbursed by any other institution.

………………………………………………………

Date and signature

\* imperative for € zone; without **both** the IBAN and BIC/SWIFT, the cost of bank transfer will be charged to your account