



JAGIELLONIAN UNIVERSITY  
IN KRAKÓW

75.020.110.2023

**Circular Letter No. 4  
of the Vice-Rector of the Jagiellonian University for International Relations  
of 26<sup>th</sup> June 2023**

**on: changes in the procedure for purchasing tickets for foreign travels of JU employees, persons who are not employed by the Jagiellonian University, PhD students, students as well as guests and contractors (excluding the Jagiellonian University Medical College)**

Following the termination of the contract No. 80.272.359.2019 with both the WhyNotTravel Załoga Nasternak spółka komandytowa Consortium and Przedsiębiorstwo Wielobranżowe BOKKA spółka z ograniczoną odpowiedzialnością, regarding the handling of foreign business travels for employees, students and PhD students of the Jagiellonian University (excluding the Jagiellonian University Medical College), as well as guests and contractors, I hereby decide the following:

- 1) commencing from 1 July 2023, the booking and purchase of plane, train and coach tickets related to foreign travel are carried out individually by the outgoing person with any ticket provider;
- 2) the purchase of tickets should be made only after the travel request form has been approved of;
- 3) the costs of the ticket referred to in point 1 must be included in the travel request form submitted no later than 10 days before the departure date, in accordance with the JU Rector's Ordinance No. 33 of 1 April 2020 on foreign travels of employees, persons who are not employed by the Jagiellonian University, PhD students and students (excluding the Jagiellonian University Medical College);
- 4) tickets can be purchased only for connections in economy classes, regardless of the chosen means of transport; it is allowed to purchase a ticket in higher classes only if the price of such a ticket is lower than the price of a ticket in economy classes;
- 5) payment for the purchase of tickets for foreign travels may be made:
  - a) by a bank transfer based on an invoice, a *pro forma* invoice or a prepayment request,
  - b) from the advance payment disbursed to the outgoing person, approved of in the foreign travel request form,
  - c) with a JU business debit card (VE) or a JU credit card (VB),
  - d) it is allowed to make the payment from the outgoing person's own funds to be reimbursed by the Jagiellonian University; it is the person making the purchase who takes the decision on spending one's own funds;
- 6) the outgoing person attaches invoices for the purchased tickets to the travel cost settlement;
- 7) regardless of the principle set out in point 6 above, the purchase documents indicated in point 5a) above should be processed immediately in the SAP system;

- 8) in case of payments made with a JU business credit card (VB), the incurred expenses will be settled by the Jagiellonian University based on a proof of purchase and a confirmation of the transaction made;
- 9) in case the purchase document is issued for the outgoing person, it is not required to submit a separate refund claim form or a form for accepting a declaration as a substitute accounting record, provided that the document confirming the incurred expense is attached to the travel cost settlement;
- 10) the remaining funds included in the travel request form and related to the implementation of the foreign travel will be disbursed and settled according to the existing rules;
- 11) in case of purchasing a ticket the price of which exceeds the amount of 3,500 PLN net, the outgoing person must attach a minimum of three offers for connections on the selected date and route for the purpose of travel cost settlement. The outgoing person is required to choose the connection which is the most economical in terms of price and/or time. The provisions of JU Rector's Ordinance No. 132 of 22 November 2022 on the Rules of Implementation of the Act of 11 September 2019 – Government Procurement in Poland at the Jagiellonian University (excluding the Jagiellonian University Medical College) shall be applied accordingly;
- 12) the outgoing person is fully responsible for the journey and, if necessary, makes changes independently by contacting the ticket provider directly;
- 13) the purchase of tickets for international visitors arriving at the Jagiellonian University is carried out in accordance with JU Rector's Ordinance No. 99 of 15 July 2022 on the Rules of hosting international and domestic visitors in organizational units of the Jagiellonian University;
- 14) the JU Chancellor's Announcement No. 6 of 26 February 2020, regarding the handling of international travels for employees, students and PhD students of the Jagiellonian University, as well as guests and contractors, including the reservation, sale, and delivery of plane tickets, railway tickets and bus tickets, ceases to be effective.

Accordingly, I inform that instructions regarding the procedures of submission, approval, and settlement of electronic travel request forms for foreign travels are available on the website of the International Relations Office at: <https://dwm.uj.edu.pl> and after logging in at: [https://www.sapiens.uj.edu.pl/instrukcje\\_podroze](https://www.sapiens.uj.edu.pl/instrukcje_podroze). Technical support for application assistance is provided by Centrum Rozwoju Systemów Zintegrowanych UJ ([www.sapiens.uj.edu.pl](http://www.sapiens.uj.edu.pl), email: [sapiens.finance@uj.edu.pl](mailto:sapiens.finance@uj.edu.pl)), while support regarding JU travel procedures is provided by the key user within Zintegrowany Informatyczny System Wspomagania Zarządzania Uczelnią in the area of Foreign Business Travels, Ms. Katarzyna Dziwirek (email: [katarzyna.dziwirek@uj.edu.pl](mailto:katarzyna.dziwirek@uj.edu.pl)).

**Vice-Rector of the Jagiellonian University  
for International Relations**

**Prof. dr hab. Dorota Malec**