**How to settle Travel Request Forms submitted in paper form**

Settlement of foreign travel costs should be made **not later than 14 days** after returning to Poland.

**In order to settle the costs of foreign travel it is obligatory to provide the following:**

* boarding passes, tickets or information on boarding passes in the electronic form
* hotel invoice/bill (if you have shared the hotel room you are entitled to the reimbursement of the accommodation cost in the amount equalling the accommodation price divided by the number of people sharing the room)
* conference fee invoice/bill
* car rental invoice/agreement
* in case of a paid leave granted for the period exceeding 60 days – report on the course of your foreign travel and the results of the performed tasks which have been approved of by the head of the JU unit