**Reimbursement Agreement**

concluded on ............................ between the University of the National Education Commission in Cracow, 2 Podchorążych St., referred to in the content of the agreement as the “University”, represented by:

…………………. – Vice-rector

………………….. - Quaestor

and Mr. / Ms. …………………………………………………………………………..……...

residing in.………………………………………………………..……………………..,

(street, house number, city, postal code)

PESEL……………………………………,

identity card ……………………………………………………………

bank account number ………..……………….…………………….….. ……………………………………

referred to in the content of the agreement as “foreign guest” with the following content:

**§ 1**

The foreign guest undertakes to complete within the deadline …………………………………… .

Purpose of arrival: .................................................................................................................... .

Arrival organizing unit: …………………………………………………………… .

**§ 2**

A foreign guest is entitled to \*:

1. subsistence allowance,

2. coverage or reimbursement of costs:

a) trips and commutes,

b) overnight stays or a lump sum for overnight stays,

c) other documented expenses ……………………………………………………

in the amount and according to the rules set forth in Rector's Order No. R.Z.0211.53.2024.

**§ 3**

The foreign guest is obliged to settle the costs of the trip within 14 days after its completion.

**§ 4**

In matters not covered by this agreement, the provisions of the Civil Code and the Rector's Order No. R.Z.0211.53.2024 shall apply.

**§ 5**

Any disputes arising from this agreement shall be submitted by the parties to the consideration of the court of competent subject matter jurisdiction located in Krakow.

**§ 6**

The information obligation on the processing of personal data and consent to the processing of personal data is attached to this agreement.

**§ 7**

This agreement is drawn up in three counterparts, each in original, two of which are received by the University, one by the foreign guest.

Funding source: ………………………………

Maximum amount of funding: …………………

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

 (foreign guest) (signatures of persons representing the University)

\* circle accordingly