FILLING IN THE APPLICATION FORM FOR A TRIP ABROAD
(electronically, two-sided printing)

CONFIRMATION OF THE FUNDS AVAILABILITY AS PART OF THE SOURCE OF FINANCING

Research of Young Scientists & Doctoral Students and IDUB

Science Office, room 402

Subsidy for research activity (former DS)

Controlling Department, rooms 409 and 410

National and international projects

Project Financial Services Department, room 321

APPLICATION
(no later than 14 days before departure)

Science Office, room 511

ORDERING INSURANCE AND PLANE TICKETS
(after prior booking by the applicant)

Science Office, room 511

ADVANCE

(PLN and foreign exchange advances* to pay for accommodation, allowances, travel; foreign transfers regarding conference fees)

Science Office, room 511

*PLN and foreign exchange advances regarding costs related to business trip must be documented by invoices issued to the University of Gdańsk

SETTLEMENT OF THE TRIP
(up to 14 days after return)

Science Office, room 511