

PROCEDURE FOR FOREIGN BUSINESS TRIPS

1. Downloading the form “Request to undertake a foreign business trip” from the IBCH website (Employees/For employees/Domestic and international business trips)
2. Filling-out the application form (taking into account any leaves) + a signature of the direct superior.
3. Submission of the application form to the Scientific Secretariat (at least 10 days ahead of the trip) room 23, building W10. Upon approval of the application by the Director, ticket offers will be sent (via e-mail) by the Scientific Secretariat.
4. The person undertaking the trip initiates the payment procedures regarding conference attendance and accommodation. Ordering the tickets (via e-mail, request for a specific connection chosen from the travel agency’s offer) and insurance (date of birth/Polish resident identification number (PESEL) must be provided) takes place through the Scientific Secretariat (room 23, building W10; phone ext. 1297, 1582
5. Collecting the tickets, insurance policy (by e-mail), business trip command (the so-called business trip form) takes place via the Scientific Secretariat (room 23, building W10).
6. Business trip - confirmation of undertaking a business stay, based on the trip command (stamp/signature of the organizer of the conference, training, or the inviting party), filing the boarding passes, certificates of participation, abstracts. Collecting the necessary documents to settle the trip (invoices regarding the conference fee, accommodation, etc., made out to IBCH PAS).
7. Settlement of the business trip (up to 14 days upon arrival). Submission of receipts, confirmation of stay, business trip command (business trip form), and providing necessary information to the Scientific Secretariat, room 23, building W10).