APPENDIX TO THE INSTRUCTION – TEMPLATE NO. 1

DOMESTIC BUSINESS TRIP NOTIFICATION

FUNDING SOURCE NO. (alphanumeric code)	
DEPARTMENT / LABORATORY	
PASSENGER'S LAST NAME AND FIRST NAME	
DESTINATION DEPARTURE AND RETURN DATE PURPOSE OF TRIP	

.....

DATE SIGNATURE OF THE SUPERIOR AND/OR HEAD OF THE PROJECT

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http://www.ibch.poznan.pl

.....

Date

ROUTE	
DEPARTURE DATE	
DEPARTURE TIME (from station)	
RETURN DATE	
RETURN TIME (from station)	
CLASS / DISCOUNT %	
COMPARTMENT COACH */ OPEN-PLAN COACH *	WINDOW SEAT* / AISLE SEAT* / MIDDLE SEAT* /

*delete as appropriate

Contact person - ……., ext. no. ……..