

APPLICATION FOR CONSENT TO A TRIP ABROAD		Code of trip:	20...../	
business trip – up to 30 days, trip as part of paid leave (§ 59 of the UG Work Regulations) – more than 30 days				
Data of person travelling	Obligatory data			
	Title/degree:			
	Name and surname:			
	Work e-mail:			
	Employee symbol:			
	Place of employment/ organisational unit:			
	Official position:	Name:		
		Status: (select one option)	academic teacher employee who is not an academic teacher	doctoral student (name of Doctoral Studies/ Doctoral School) another party to a civil law contract
	Additional data (to be completed if applicable)			
	Date of birth: (to be completed if a policy is purchased through the UG)			
Number and type of identity document: (to be completed if applying for advance payment in a foreign currency – information necessary for advance payment from bank)				
Telephone number: (to be completed if purchasing flight tickets – information necessary for air carrier)				
Information on travel	Travel dates:	From:	To:	
	Country and town/city:			
	Host institution:			
	Means of transport*: (type and class)		* if travelling by car – attach Annex no. 2 to Decree no. 68/R/21	
	Purpose of travel/job assignment:	conferences academic research training	academic consultations project work <input type="checkbox"/>	<input type="checkbox"/> academic internship didactics
	Information for the POLon system*: *Part 3 “international cooperation”	NO		
		YES	bilateral agreement (name of partner from the Office of International Cooperation list of agreements)	
international project (name, project number, title, head of project)				
	international project (name, project number, title, head of project)			
Information on financing	Financing by foreign party:	<input type="checkbox"/> NONE		
		COVERING THE COST OF:	travel accommodation board	
	Sources of financing (funds whose expenditure is coordinated by UG):	Name and number of assignment	Financing to the amount of	

I undertake to take out medical and accident insurance for the stay abroad and to settle the advance payment no later than within fourteen days after the trip, and at the same time I authorise my workplace to deduct the unsettled advance payment from my next wage payment.

Gdańsk, (date) (signature of person travelling)
Consent of immediate superior (or Head of Doctoral Studies/ Director of a Doctoral School in the case of a doctoral student) (date, signature and stamp)	Consent of authorising officer (date, signature and stamp)

Confirmation of availability of funds as part of the source of funding (Chief Financial Officer or persons authorised by Chief Financial Officer) (date, signature and stamp)	I hereby give my consent (date, signature and stamp)
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According to the general regulation on the protection of data of 27 April 2016, hereinafter referred to as "GDPR", we would like to inform you that:

1. The Controller of your personal data is the University of Gdańsk, 80-309 Gdańsk, ul. Jana Bążyńskiego 8.
2. The Controller has appointed a Data Protection Officer who may be contacted by phone at (58) 523 31 30 or by e-mail at: iod@ug.edu.pl. The Data Protection Officer may be contacted in all matters regarding the processing of personal data and the exercising of rights connected with the processing.
3. Your personal data will be processed for the purposes of the organisation of your business trip abroad and to settle the costs connected with the trip.
4. The Controller will process your personal data in particular on the basis of: the Law on Higher Education and Science, the Labour Code and the Regulation of the Minister of Labour and Social Policy on Amounts Payable to an Employee of a State or Local Governmental Budgetary Unit for Official Travel Abroad, which constitutes lawful processing of personal data on the basis of the conditions of lawfulness specified in Article 6 section 1 letter c of the GDPR. Moreover, the University will process personal data on the basis of the Regulations on business trips abroad which form an annex to UG Rector's Decree no. 18/R/22 of 2 February 2022.
5. Providing your personal data arises from applicable laws and is necessary for the implementation of the objectives specified in this clause. Failure to provide personal data will result in the failure to organise and settle the business trip.
6. Your personal data will be stored for the period necessary to meet the objectives specified in section 3 with due regard to the requirements specified in regulations on archiving.
7. The recipients of your personal data may be entities which offer insurance or banking services or which act as intermediaries in providing assistance in business trips.
8. Under the terms of the GDPR you have the right to:
 - a. access your data,
 - b. rectify your data, should it be inaccurate,
 - c. erase your data, restrict its processing, and the right to data portability – in cases laid down by law,
 - d. object to the processing of your data,
 - e. lodge a complaint with a supervisory authority – President of the Personal Data Protection Office, should you consider that the processing of your data infringes personal data protection regulations.

Application form inconsistent with the specimen or completed incorrectly will not be accepted