



**ACADEMIC TEACHERS AND ADMINISTRATIVE STAFF
SUBMIT THE APPLICATION ON THE EMPLOYEE PORTAL ONLY**
(no later than 14 days before departure)

Wnioski ODO
Inne usługi IT
... Oprogramowanie
... Wnioski
Wyjazdy Zagraniczne
Pomoc - Kontakt
Wyloguj z systemu

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

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

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