Warsaw,......................

Name and Surname: .......................................................

Research group/Department:.........................................

Place of visit: ..................................................................

Date of visit:...................................................................

**REPORT ON BUSSINES TRIP**

(information that in opinion of the employee should be included in a general report on activity of the Institute, such as: names of visited centers, topics of delivered lectures; in case of conferences : whether visiting person chaired sessions, delivered a plenary lecture, etc.; in case of lab visit : the course of visit, results, etc.)

|  |  |  |
| --- | --- | --- |
| signature of the person participating in the business trip/ podpis wyjeżdżającego | signature of the Head of the group/ podpis Kierownika zespołu | signature of the Director of the Institute/ podpis Dyrektora Instytutu |

Confirmation of the financial business trip settlement (confirms a person settling the business trip on behalf of the Institute)/Potwierdzenie finansowego rozliczenia z wyjazdu (potwierdza osoba dokonująca rozliczenia w imieniu Instytutu):