

Appendix 2 to the Participant Agreement Financial settlement for the mobility

## **FINANCIAL SETTLEMENT OF THE MOBILITY**

### **I. BASIC INFORMATION**

1.	<b>Name and surname:</b>	
2.	<b>Category of eligible persons:</b>	
3.	<b>Project title:</b>	PROM programme - short-term academic exchange
4.	<b>Project participation agreement number:</b>	
5.	<b>Country of residence:</b>	
6.	<b>Date of departure:</b>	
7.	<b>Return date:</b>	
8.	<b>The name and country of the host institution:</b>	
9.	<b>Purpose of the mobility:</b>	

### **II. COSTS OF TRAVEL FROM POLAND OR TO POLAND**

No.	Country group	Amount [PLN]
1.		

### **III. COSTS OF SUBSISTANCE AND ACCOMMODATION**

No.	Number of days*	Country group	Daily rate [PLN]	Amount [PLN]
1.				0

\*The number of days of stay includes days for travel

### **IV. SCHOLARSHIP**

No.	Number of days*	Daily rate [PLN]	Amount [PLN]
1.			0

## V. CONFERENCE FEES, COST OF TRAINING, COURSES AND WORKSHOPS

COMPILATION OF ACCOUNTING RECORDS FOR CONFERENCE, TRAINING, COURSE AND WORKSHOP COSTS				
No.	Name of goods/services	No. and type of accounting document	Amount [PLN]	Method of payment*
				to be paid by the bank transfer
				paid by the Participant
				to be paid by the bank transfer
				paid by the Participant
<b>Paid by the Participant in total</b>				<b>- zł</b>
<b>To be paid by bank transfer*in total</b>				<b>- zł</b>

The original accounting records shown in the table are appendices to the financial settlement of the mobility.

\*All accounting records "to be paid by bank transfer" must be made out to the project Beneficiary

## VI. SETTLEMENT

<b>1. Amount of advance payment made to the Project Participant</b>		
<b>2. Costs payable, of which: [a+b+c]</b>		<b>- zł</b>
a.	Costs of travel from Poland or to Poland	- zł
b.	Costs of subsistence and accommodation	- zł
c.	Scholarship	- zł
d.	Costs of conference, training, course and workshop fees paid by the Participant	- zł
<b>3. Amount to be refunded/paid [1-2]</b>		<b>- zł</b>
<b>4. Conference fees, costs of training, courses and workshops remaining to be paid</b>		<b>- zł</b>
<b>I request/ I undertake to return* the amount resulting from the settlement of my mobility</b>		<b>- zł</b>

\* delete as appropriate

.....  
Date and signature of the Project Participant

.....  
Date and signature of the person accepting the settlement