

FINANCIAL QUESTIONS

The grant is paid in **monthly installments**.
Details are included in **the scholarship agreement**.

The Program does not finance trips to conferences and training courses outside the territory of the Republic of Poland and expenditures incurred abroad.

A detailed description of the settlement of the Grantees' **travel expenses** is included in the **RULES AND REGULATIONS OF TRAVEL EXPENSES SETTLEMENT OF GRANTEES OF THE LANE KIRKLAND PROGRAM AND THE KIRKLAND RESEARCH PROGRAM**

- **Settlement of costs of coming to Poland**

Please inscribe the envelope according to the given model and attach the tickets.

- **Settlement of domestic trips**

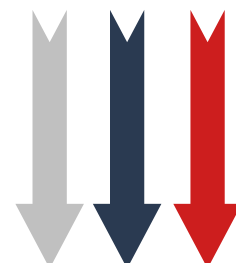
1. Applies to individual journeys to Grantees' meetings and possible participation in conferences and internships. A travel settlement form + tickets are required.
2. The Grantee may travel domestically by train, coach or plane, but the cost of travel may not exceed the cost of travel by train according to the IC/TLK offer in the 2nd class. Travelling by EIP (Express Intercity Premium) and EIC train can be settled on condition that you purchase a ticket in the Super Promo offer, if its price corresponds to the cost of travel by train according to the IC/ TLK offer.

- **Settlement of the purchase of quarterly tickets for public transport**

In most cities, public transport tickets are purchased by the coordinators, in Warsaw, the Leaders of Change Foundation (Program Director) settle the Grantees' expenses individually (each time every 3 months). An invoice + proof of payment is required (pencil must be used to indicate the name of the billing person on the back of the invoice).

- **Settlement of internships in case internships in a city other than the city of affiliation**

- 1) The academic advisor or regional coordinator sends a recommendation for an internship to the Kirkland Program Director Urszula Sobiecka's e-mail address urszula.sobiecka@kirkland.edu.pl, specifying the date and place of the internship.
- 2) Only the cost of accommodation and travel to and from the town of the internship is reimbursed. The place of residence during the internship is chosen by the scholarship holder himself/herself. In the event of a two-week internship, we refund the accommodation costs up to PLN 1,000 for 14 days (PLN 70 per day per person). In case of weekly internship we reimburse 600 PLN for 7 days (PLN 85 per day per person).
- 3) The Grantee pays for the accommodation himself/herself. For refunds you will need an invoice from the hotel or hostel made out to the Foundation. After returning from the internship, the Grantee sends the original hotel invoice, original tickets and an expenses form to our address in Warsaw. It is also possible to purchase electronic tickets with an invoice (Foundation details).



- 4) On the basis of a recommendation sent to Urszula Sobiecka's e-mail from the advisor and the documents listed in point 3, we cover the costs of accommodation and travel.
- 5) The certificate of completion of the internship is delivered by the Grantee to the Regional Coordinator.

- **Settlement of the study package (books, laptop, conferences, postgraduate studies, language courses)**

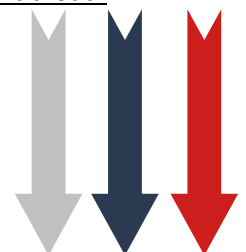
- 1) A research and study package of PLN 2,700 for Kirkland Grantees and PLN 3,500 for Kirkland Research Grantees is an amount intended for reimbursing the costs incurred by the Grantee on the purchase of study aids, participation in conferences and further education during the term of the Program.
- 2) In order to obtain reimbursement for the purchase of study aids, it is necessary to obtain an invoice made out to:

Fundacja Liderzy Przemian
Al. Jerozolimskie 133 m. 56
02-304 Warszawa
NIP: 951-24-07-324

Please check the invoice details carefully. Incorrect data (e.g. providing additional information such as the name of the Grantee, name of the Program, etc.) or presenting an incorrect document will prevent or delay the reimbursement of the amount spent.

All financial matters are agreed with Kirkland Program Director Urszula Sobiecka. All financial documents to account for the package should be sent by e-mail to: urszula.sobiecka@kirkland.edu.pl

- 3) In case of payment by card or bank transfer, the invoice should be accompanied by a confirmation of payment: confirmation of transfer or card payment generated from the account in a pdf file (we do not accept screenshots) or confirmation of transaction from the payment card terminal.
- 4) The invoice or ticket should be inscribed on the reverse side in pencil with the name and surname of the Grantee. These invoices should be sent by post to the Foundation's address or delivered to the office within 2 weeks of purchase; invoices received after this deadline will not be reimbursed.
- 5) Participation in a conference, the costs of which are to be reimbursed from the study package, is possible after obtaining the consent of the academic advisor. The academic advisor sends the consent from his/her e-mail box directly to the e-mail of Kirkland Program Director Urszula Sobiecka: urszula.sobiecka@kirkland.edu.pl
- 6) The package should be used by June 1, 2021
- 7) By January 31, 2021, at least 50% of the package (PLN 1350) should be used. The unused amount is forfeited.
- 8) Expenses are settled on a net basis (excluding VAT), with the exception of laptop purchase costs.
- 9) The Grantee must regularly check the balance of the funds available in the package using the provided link to the online spreadsheet. In case of any objections or comments, the Program Administrator should be immediately informed. Comments submitted after 30 days may not be taken into account.
- 10) Conference travel costs in Poland are reimbursed, but not deducted from the study package.
- 11) The study package may not be used to finance expenses incurred abroad, including travel abroad.
- 12) The package cannot be transferred to another Grantee.



BILLING SHIPPING SCHEME

