

# 1. Financial questions

## Brief information on settlements

***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***

### 1. Settlement of costs of coming to Poland

Settlement is made on the basis of the Excel form to which each part of the journey for which the scholarship holder has a ticket is entered. You should also add to the settlement the costs of visa (bill needed) and insurance costs required when applying for a visa (payment confirmation and a copy of the policy needed).

In order to facilitate settlements upon arrival, the scholarship holder collects all required bills and tickets in an envelope and describes it. Kirkland team assist with completing the form. The scholarship holder just signs it.

We put all tickets, bills, and receipts from visa centres and insurance companies in an envelope and describe them in the following order:

**Name and surname, country of origin (e.g. Dmytro Ostapenko, Ukraine)**

- 1. The first part of the journey, means of transport, ticket price in the currency of the country (e.g. Kharkiv - Kyiv, train, 300 UAH)**
- 2. The second part of the journey, means of transport, ticket price in the currency of the country (e.g. Kyiv - Lviv, bus, 400 UAH).**
- 3. The third episode of the journey, as above (e.g. Lviv - Lublin, bus, 500 UAH)**
- 4. When ordering taxis, you should also enter the taxi bill (e.g. Lublin Railway Station - Hostel, PLN 15)**
- 5. Other costs incurred (e.g. visa center services, 500 UAH)**
- 6. Other costs incurred (e.g. insurance, 500 UAH)**

In the case of visa or insurance fees, we describe this expense at the very end, after describing the tickets.

Settlement of travel by car is possible only in the case of the scholarship holder coming to Poland on a scholarship or returning to the country. This must be reported to the Program Coordinator or Program Director in advance. Settlement is possible based on a special form (we settle a flat rate for 1 km; we do not settle receipts for gasoline and other charges)

***We do not finance travels by car around Poland during the Program (for conferences, internships, etc.)!***

## **2. Settlement of domestic trips**

Applies to individual journeys to Grantees' meetings and possible participation in conferences and internships. Tickets can be settled in two ways:

- electronic invoice for tickets + payment confirmation (then you can settle online)
- travel settlement form + tickets and payment confirmation (original form must be sent by post)

The Grantee may travel domestically by train, bus, 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. Traveling by EIP (Express Intercity Premium) and EIC train can be settled on the 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.

## **3. 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 or simplified bill with NIP number + proof of payment is required (pencil must be used to indicate the name of the billing person on the back of the invoice). The invoice must be scanned (PDF file, we do not accept photos) and sent to the address of the PK director, and then deliver the original to the office no more than 2 weeks after the purchase.

## **4. Settlement of internships in case internships in a city other than the city of affiliation**

The scholarship holder should be obtained from the Kirkland Program Director Urszula Sobiecka, consent to the internship outside the city of affiliation, by sending a short justification to her address [urszula.sobiecka@kirkland.edu.pl](mailto:urszula.sobiecka@kirkland.edu.pl), specifying the date and place of the internship.

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 1,400 for 14 days (PLN 100 per day per person).

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. If the invoices are electronic, the settlement can be done electronically after the end of the internship. If the invoices are printed, first send the scans of invoices (PDF) to our e-mail, and then send a letter to the FLP address.

The certificate of completion of the internship (electronic version) shall be provided by the scholarship holder to the Regional Coordinator along with a copy to the Program Coordinator in Warsaw.

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

#### **5. 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](mailto:urszula.sobiecka@kirkland.edu.pl)

4. 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 the transaction from the payment card terminal.

5. 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.

6. The package should be used by May 31, 2023

7. By January 31, 2023, 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.