

Financial questions

Brief information on settlements

A detailed description of the Grantees' travel expenses settlement is included in the Rules and regulations of travel expenses settlement for the 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; a Grantee should enter in it each part of the journey for which he/she has a ticket. He/she should also enter the costs of a visa (bill needed) and of the insurance required when applying for a visa (payment confirmation and a copy of the policy needed).

In order to facilitate settlements upon arrival a Grantee should collect all required bills and tickets in an envelope signed with his/her name according to the pattern provided below. Kirkland team assist with completing the form and the Grantee has only to sign it.

All the tickets bills and receipts from visa centres and insurance companies should be placed in an envelope and signed 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 part of the journey, as above (e.g. Lviv - Lublin, bus, 500 UAH)**
- 4. When ordering taxis, a taxi bill should be entered (e.g. Łódź 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)**

Visa or insurance fees should be placed at the very end, after listing of the tickets.

Settlement of the cost of travel by car applies only in the case when the Grantee was coming to Poland on a scholarship or returning to his/her country of origin. It has to be reported to the Program Coordinator or Program Director in advance. The 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)

The costs of travels by car in Poland during the Program (for conferences, internships, etc.) will not be settled!

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)

Grantees may travel domestically by train, bus, or plane but the cost of travel can not exceed the cost of the train ticket in the 2nd class according to the IC/TLK offer . Costs of traveling by EIP (Express Intercity Premium) and EIC trains can be settled only if the tickets were purchased within the Super Promo offer and their price does not exceed the price of train tickets according to the IC/ TLK offer.

3. Settlement of costs 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 settles the Grantees' expenses individually (every 3 months). An invoice or simplified bill with NIP number + proof of payment is required (with the name of the holder written on the back of the invoice in pencil). The scan of the invoice (PDF file, we do not accept photos) has to be sent to the PK Coordinator, and then the original delivered to the office not later than 2 weeks after the purchase.

4. Settlement of costs of internships in a city other than the city of affiliation

A Grantee should obtain the consent from the Kirkland Program Director Urszula Sobiecka for an internship outside the city of affiliation after sending to her address (urszula.sobiecka@kirkland.edu.pl) a short explanation and specifying the date and place of the internship.

Only the cost of accommodation and travel to and from the town of the internship will be reimbursed. The place of accommodation during the internship is chosen by the Grantee. In the case of a two-week internships the accommodation costs up to PLN 1,400 for 14 days will be reimbursed (PLN 100 per day per person). In the case of any problems with finding the accommodation within the set cost limits you should contact the Program Director.

The Grantee pays for the accommodation himself/herself. To receive the refund he/she has to supply the invoice from the hotel or hostel made out to the Foundation. In the case of invoices in electronic form, the settlement can be done on-line after the end of the internship. In the case of printed invoices , first their scans (PDF) should be sent to our e-mail address, and then a letter to the FLP address.

The original certificate of the internship completion (in electronic form) should be delivered by a Grantee to the Regional Coordinator 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 or expenditures incurred abroad.

5. Settlement of the study package (books, laptop, conferences, post-graduate 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 costs incurred by a Grantee for 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 supply 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 for the package reimbursement should be sent by e-mail to: joanna.pietrzak@kirkland.edu.pl

3. In the case of payment by card or bank transfer the invoice should be accompanied by a confirmation of payment: a confirmation of transfer or a card payment generated from the account in a pdf file (screenshots will not be accepted) or a confirmation of the transaction from the payment card terminal.

4. An invoice or a ticket should be inscribed on the reverse side in pencil with the name and surname of the Grantee. It 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. The package should be used by May 31, 2024.

6. By January 31, 2024, at least 50% of the package (PLN 1350) should be used. The unused amount is forfeited.
7. Expenses are settled on a net basis (excluding VAT).
8. The Grantee is obliged to regularly check the balance of the funds available in the package via the provided link to the online spreadsheet. In the case of any objections or comments the Program Administrator should be immediately informed. Comments submitted after 30 days may not be taken into account.
9. Conference travel costs in Poland are reimbursed, but not deducted from the study package.
10. The study package may not be used to finance expenses incurred abroad, including travels abroad.
11. The package cannot be transferred to another Grantee.