



R<sub>4</sub>E-        /        /  
(to be completed by R<sub>4</sub>E)

.....  
(stamp of the organizational unit)

.....  
(document No., date)

### REQUEST FOR HOSTING AN INTERNATIONAL VISITOR

1. **Name and surname of the visitor** .....

a/ academic title, degree .....

b/ PUT hosting unit .....

2. **Arrive from:**

a/ country.....

b/ name of the university or company.....

3. **Date of stay at PUT (excluding travel days)** .....

4. **Purpose of the visit** .....

5. **Name and surname of the person hosting the international visitor:** .....  
(write legibly)

Contact telephone number: .....

6. **Request for a pocket money advance payment**

a/ number of days ..... amount of pocket money: PLN 500.00/day **total** .....

7. **Request for a hotel accommodation refund:** YES ☒ NO ☐

a/ number of nights..... price per night ..... **total** .....

8. **Request for a ticket refund:** YES ☒ NO ☐

Ticket: from ..... to .....

9. **Source of funding and signature of the authorizing officer:**

Allocation account	
CC	
Source of funding	
Project	

.....  
(consent of the authorizing officer)

.....  
(signature of the person hosting the visitor)

.....  
(signature and stamp of the Head of the PUT unit)

.....  
(decision of the Vice-Rector for International Relations)