

Regulations for Reimbursement of Travel Expenses
„Wspólna przyszłość!”
number FEMA.08.04-IP.01-01HO/23

§ 1

REGULATIONS FOR REIMBURSEMENT OF TRAVEL EXPENSES

These regulations define the principles for granting and paying travel expense reimbursements for various forms of support within the project "Wspólna przyszłość!" Project No: FEMA.08.04- IP.01-01HO/23, co-financed by the European Social Fund Plus under the "European Funds for Mazovia 2021-2027" Program.

1. Participants in the project who wish to receive a reimbursement of travel expenses are required to submit the appropriate application available at the Project Office (Żeromskiego 94, 26-600 Radom) and on the project's website (<http://hnpartners.pl/wspolnaprzyszlosc/>).
2. The reimbursement of travel expenses for the route from the place of residence to the location of participation in the forms of support will cover the cost of the cheapest ticket for the aforementioned route (i.e., tickets for urban/suburban public transport, bus tickets, PKP tickets – according to the valid price list for second-class tickets in the given area).
3. The reimbursement of the ticket cost will only be considered for actual participation in individual sessions/group activities/training, confirmed by the participant's signature on the attendance list. In the case of a participant with a period ticket who is absent from individual sessions/group activities/training, the amount of the reimbursement for the period ticket will be determined proportionally based on the total number of days of absence.
4. Participants in the Project may use both public transport and, in justified cases (e.g., difficulties with access to public transport or the lack of public transport options), their own means of transportation:
 - a. In the case of using their own means of transportation, participants must submit a relevant declaration available at the Project Office, along with a statement from the carrier regarding the transport fees for the route: place of residence – place of participation in active forms of support and back.
 - b. Current transport fare rates can be obtained from the website of the respective carrier.
5. The participant of the project should submit a complete set of travel tickets from their place of residence to the location of participation in active forms of support, or a statement from the carrier regarding the current transport/freight fare rates for the given route, or the current transport fare rates obtained from the website of the respective carrier.
6. The documentation for the reimbursement of travel expenses will include:
 - a. Tickets for travel by public means of transport. Due to the potential illegibility of tickets after some time, the project documentation will store both the original tickets and their photocopies.
 - b. A statement from the carrier regarding the cost of travel on the given route or the current transport fare rates, which can be obtained from the carrier's website [applies to the use of own means of transport].
 - c. A statement on travel costs prepared by the Project Beneficiary.
 - d. The attendance list(s) for the sessions.



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7. Reimbursement of travel expenses will be carried out in accordance with the rules for financing expenses incurred in projects co-financed by the European Social Fund Plus and the assumptions of the Project.
8. Payments for the reimbursement of travel costs will be made to the bank account provided by the participants.

Radom, November 1, 2024



Statement on Public Transport Travel Costs Related to Participation in the Project
„Wspólna przyszłość!”
nr FEMA.08.04-IP.01-01HO/23

I, the undersigned,hereby declare that I have used public transport to attend the sessions held within the framework of the "Wspólna przyszłość!" project, implemented by HN Partners Kamil Hańczkiewicz Adrian Nowak Civil Partnership, in partnership with the Academy of Knowledge and Development Emilia Pacholec.

Full name of the participant

<p>Route of travel</p> <p>from.....</p> <p style="text-align: center;">/adress/</p> <p>to</p> <p style="text-align: center;">/adress/</p>	<p>DATES</p> <p>-----</p> <p>..... 2025.</p> <table border="1" data-bbox="946 1019 1410 1364"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>																									
<p>The daily cost of travel by public transport (the maximum reimbursement amount for travel costs within the project) on the route mentioned above is PLN</p>	<p>..... x = PLN</p> <p>For payment..... PLN</p>																									

Radom,

.....
Signature



Statement on Private Car Travel Costs Related to Participation in the Project
„Wspólna przyszłość!”
nr FEMA.08.04-IP.01-01HO/23

I, the undersigned,hereby declare that I have used public transport to attend the sessions held within the framework of the "Wspólna przyszłość!" project, implemented by HN Partners Kamil Hałaczekiewicz Adrian Nowak Civil Partnership, in partnership with the Academy of Knowledge and Development Emilia Pacholec.

Full name of the participant

<p>Route of travel</p> <p>from.....</p> <p style="text-align: center;">/adress/</p> <p>to</p> <p style="text-align: center;">/adress/</p>	<p>DATY SPOTKAŃ</p> <p>-----</p> <p>..... 2025r.</p>																												
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Radom,.....

.....
Signature



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.....
(Place and date)

.....
(name of the participant)

.....

.....

(Address of residence)

Carrier's Certificate of Travel Fare Rates for the Given Route

I hereby certify that the price of the cheapest one-way standard ticket (for an adult) for travel on the route:

from to

Distance of travel in kilometers..... (one way)

..... PLN

.....
(Signature and stamp of the carrier)