



Rules for reimbursement of travel expenses

in the "Direction-Integration" project No. FEKP.08.23-IZ.00-0001/23

§ 1

1. The project initiator is the Kujawsko-Pomorskie Voivodeship. The project implementer is the Voivodeship Labour Office in Toruń (WUP Toruń).
2. The project is co-financed by the European Social Fund Plus (ESF+) under the European Funds for Kujawy and Pomerania 2021-2027, Priority 8 European funds for support in the area of labour market, education and social inclusion, Measure 08.23 Supporting integration of third-country nationals, Specific objective 4i Supporting socio-economic integration of third-country nationals, including migrants.

§ 2

The project participant, hereafter referred to as PP, may apply for reimbursement of travel costs (intercity as well as within the place of residence), round trip, for the following activities:

1. career counselling/intercultural assistance/learning of the Polish Language - for participants commuting from outside the municipality where the support activities take place. A PP residing within the administrative boundaries of the city where the support is provided may apply for reimbursement if they have attended a given form of support at least 5 times.
2. courses and training - for participants commuting from outside the municipality where the support activities take place. A participant residing within the administrative boundaries of the city where the course/training is held may apply for reimbursement if the support lasts at least 5 days.
3. vocational internships - for PP undertaking an internship, regardless their place of residence.

§ 3

Reimbursement of travel expenses can be given to PP using:

1. public means of transport, i.e. train (passenger or express, class 2), intercity coach/bus (excluding express connections), urban and suburban transport,
2. own means of transport (private/leased car).

§ 4

Documents required for reimbursement of travel expenses:

1. Application for reimbursement of travel costs to the forms of support offered in the project (Appendix 1).
2. Tickets confirming access to the forms of support or a printout confirming the price of a ticket on a given route (single and/or monthly ticket price).

§ 5

1. Reimbursement of travel costs for participation in the support is calculated as follows:



price of a single ticket x number of days of activity in which the PP participated x 2 (return trip) = amount of refund for a given form of support

2. In the event that the total value of the day tickets or single tickets exceeds the cost of the monthly ticket, the amount of the monthly ticket shall be reimbursed.
3. In the case of commuting to a vocational internship, the participant is entitled to reimbursement for a monthly ticket after completing the internship for the given month. In the event of a long absence from the internship due to illness (exceeding 50% of the working days in a month), the reimbursement amount will be calculated proportionally (the number of days of participation in the support measure in relation to the total number of working days in the month).

§ 6

1. Reimbursement of travel expenses will be made upon delivery of a duly completed application referred to in § 4 together with enclosed documents. The reimbursement will be transferred to the bank account specified in the application after the received application has been verified and approved.
2. The Project Implementer verifies the submitted documents, records of attendance and the cost of the cheapest travel from the place of residence to the location where the form of support is provided. The final amount of reimbursement shall depend on the result of the verification performed by the Project Implementer. Reimbursement of travel costs shall not be granted for meetings in which the PP was absent.
3. In case of missing information or ambiguities, the Project Implementer will request the PP to submit corrections/clarifications within a specified time. If the PP does not comply with the comments of the Project Implementer, the application will not be processed.
4. Reimbursements for travel costs activities will be provided until the project's budget for this purpose is fully used.

§ 7

1. The project participant is obliged to comply with the provisions of these Rules.
2. The Rules are available in the Project Office and on the project website.
3. These Rules shall enter into force on the date of publication.
4. The Project Implementer reserves the right to make amendments to these Rules. The updated Rules will be communicated on the project website.
5. The Project Implementer reserves the right to request documents to substantiate the facts or the legal status of statements made and data included in the application.

Appendices:

1. Application for reimbursement of travel costs.