Approval before travel

Get written approval from your manager before booking a business trip. Include the purpose, dates and expected expenses in the request.

Book rail travel in standard class unless the approval states otherwise. If the trip is cancelled, notify the manager before requesting a refund from the carrier.

Overnight accommodation

The hotel limit is 420 PLN per night, including taxes. Compare the total rate for the room and mandatory fees against this limit.

A rate above the limit requires written approval from the department head before booking. Personal extras such as a minibar are not reimbursable.

Receipts and settlement

Submit receipts no later than 7 calendar days after returning from the trip. The expense form must state the business purpose of each cost.

Attach itemised receipts rather than card payment slips. Finance returns incomplete forms with a list of missing items.