**Nature Research Centre**

The \_\_ day of \_\_\_\_\_\_ of the year 20\_\_

 (registration date)

**APPROVE:**

....................................

........................................................................................................

(position, unit)

........................................................................................................

(name, surname)

**BUSINESS TRIP CERTIFICATE No**

(has the force of law)

Please send on a business trip .................................................................................................................

|  |  |
| --- | --- |
| Name of country and city, locality |  |
| Purpose and/or name of the event |  |
| Business trip duration (*from... to, number of days*) |  |
| Means of transport |  |
| Distance planned to be travelled |  |
| Fuel amount planned to be consumed |  |
| Fuel card No  |  |
| Types of business trip expenses and sources of their funding |  |
| Advance payment |  |
| Rest day for travel time |  |

………………………………………………………….

 (certificate preparer's name, surname, signature)

Approved:

Employee acting as the head of the laboratory..…………………………………….................……….…

 (name, surname, signature)

Approved:

Leader of the project / ordered research work …………………………………................…………

 (name, surname, signature)

Approved:

Staff member in charge of advance financial control

(name, surname, signature)