



**Regulations for the reimbursement of travel costs in the project entitled  
"Occupational integration of third-country nationals – Elk subregion"**  
*co-financed by the European Union under the European Social Fund+  
implemented by Fundacja Wsparcia Nauki i Biznesu as part of the regional program  
European Funds for Warmia and Mazury (FEWiM) for 2021-2027,  
Priority FEWM.07.00. Labour market  
Operation FEWM.07.08. Integration of third-country nationals into the labour market*

Whenever the Regulations refer to:

1. **Project** – this means the project entitled "Occupational integration of third-country nationals – Elk subregion" No. FEWM.07.08-IP.01-0001/24.
2. **Beneficiary** – this means Fundacja Wsparcia Nauki i Biznesu, 19-300 Elk, Jana i Hieronima Małeckich 2 lok. 13.
3. **Project Participant** – this means a person who benefits from support under the project entitled "Occupational integration of third-country nationals – Elk subregion".
4. **Project Office** - the office of the Fundacja Wsparcia Nauki i Biznesu located at ul. Jana i Hieronima Małeckich 3 lok. 2, 19-300 Elk.

**§1  
Item**

1. These Regulations define the conditions for receiving additional/accompanying support in the form of reimbursement of travel costs under the project "*Occupational integration of third-country nationals – Elk subregion*" implemented in the period from 01.10.2024 to 31.10.2025.
2. As part of the project entitled "Occupational integration of third-country nationals – Elk subregion", accompanying support is provided for a maximum of 50% of the PA in the form of reimbursement of travel costs.

**§2  
Conditions for reimbursement of travel costs**

1. Reimbursement of travel costs in the project is paid as a refund of expenses incurred by the Participant only in connection with travel to the following forms of support provided for in the project:
  - a. Career counselling/counselling,
  - b. Support for the development of soft skills of the Pedagogical University,
  - c. Training leading to the acquisition of qualifications or competences,

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- d. Professional internships,
  - e. Job placement,
  - f. Support resulting from the specific needs of the Pedagogical Labour (adaptive).
2. Reimbursement of travel costs will be paid once, not earlier than after the end of a given type of support, at the request of the project participant.
  3. Reimbursement of the costs of travel by public transport (PKS/PKP 2nd class) from the place of residence to the place of the classes will be made on the basis of a certificate from the carrier delivered to the Beneficiary on the cost of the ticket (or return tickets) or a submitted statement on commuting by own or borrowed means of transport together with a copy of the vehicle registration certificate and driving license (if applicable).
  4. The statement on commuting by own or borrowed means of transport should include information about the route on which the journey takes place, the make/model of the car and the registration number of the car or the car lending agreement. In addition, the statement should be accompanied by a copy of the driving licence and a confirmation of the ticket price on a similar (of the same distance) route, issued by the carrier.
  5. Expenses incurred by the Project Participant related to their own or borrowed car travel referred to in paragraph 4 are qualified to the price of a public transport ticket with a similar (of the same distance) route (if the Participant incurred costs equal to or higher than the ticket price), after the Project Participant presents an appropriate statement. However, if the Participant documents the costs incurred in an amount lower than the ticket price on a similar route, the refund will be made up to the amount of the actual costs incurred.
  6. Reimbursement of travel costs is possible only on the basis of the submitted *Application for reimbursement of travel costs* together with appropriate documents confirming the expense incurred. The template of the application is attached as Appendix No. 1 to these *Regulations*.
  7. The refund of travel costs applies only to the travel on the route from the Participant's place of residence to the place of the class.
  8. Reimbursement is due only for the days of support on which the Participant was present.
  9. In the case of monthly (personal) tickets, the refund may only apply to the days on which the support was provided. To calculate the amount of reimbursement of travel costs on the basis of a monthly ticket, the following calculation is used:

**monthly ticket price**

**\_\_\_\_\_ x number of days of attendance at classes/training**  
**number of calendar days in a month**

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10. An application for reimbursement of travel costs should be submitted to the Project Office – failure to submit the application within 7 days after the end of participation in a given form of support – failure to submit the application is tantamount to resignation from applying for reimbursement of travel costs.
11. Submission of incomplete documents may lead to a significant delay in the payment of travel costs or failure to pay the reimbursement.
12. The Beneficiary has the right to verify the reliability of the data provided by the Project Participant by asking for additional documents or verifying the data with the relevant institutions.

### §3

#### Final provisions

1. These Terms and Conditions enter into force on 01.10.2024.
2. The reimbursement of travel costs will be carried out in accordance with the principles of financing expenses incurred in projects co-financed by the ESF+ and the assumptions of the project "Occupational integration of third-country nationals – Elk subregion".
3. The Project Participant applying for reimbursement of travel costs is obliged to respect the rules of these *Regulations*.
4. In matters not regulated by these *Regulations*, the final decision regarding the reimbursement of travel costs is made by the Beneficiary, in consultation with the Intermediate Body.
5. The project beneficiary reserves the right to amend the Regulations if it is necessary to adapt them to the guidelines related to the implementation of the project or the occurrence of other circumstances that could not have been foreseen at the stage of introducing these *Regulations*.

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