

Travel Organization Regulations defining rules for the costs reimbursement and arrangement of domestic and foreign trips, as well as arrangement and payment of accommodation costs for persons participating in events conducted by the POLIN Museum of the History of Polish Jews (hereinafter referred to as “the Regulations”)

§ 1.

Material scope of the Regulations

1. The provisions of these Regulations shall apply to selected events organized by the POLIN Museum of the History of Polish Jews with its registered office in Warsaw, at ul. Anielewicza 6, 00-157 Warszawa, hereinafter referred to as the "Organizer" or the "Museum".
2. After the Organizer has selected Persons participating in a given event from Poland or abroad (hereinafter referred to as the “Participants”), the Organizer shall inform the Participants by e-mail whether it will reimburse them for travel expenses associated with a given event and, if so, in which form and amount, whether it will organize the trip or arrange accommodation or cover its costs.

If the Organizer performs the above activities, each Participant shall receive – in addition to the decision – a form (hereinafter referred to as the "Application"), attached as an Appendix 1 to the Regulations, together with information on the date by which a completed Application must be sent back to the Organizer. Reimbursement of expenses or arrangement of travel or payment of accommodation costs shall take place in accordance with the provisions of the Regulations.

§ 2.

Partial reimbursement of travel expenses

1. Participants living or permanently staying in a location other than the one in which a given

event is taking place may apply for partial reimbursement of travel expenses.

2. If the event takes place in several locations and one of the locations is the place of residence of the Participant, the Participant may also apply for partial reimbursement of travel expenses by the Organizer.

3. Partial reimbursement of travel expenses shall apply up to the maximum lump-sum amounts specified by the event coordinator and communicated by e-mail to the Participants upon presentation of the confirmation of travel expenses.
4. Partial reimbursement of travel expenses shall apply to expenses incurred for travelling by public transport, including:
 - a) second class train tickets,
 - b) plane tickets,
 - c) inter-city and international bus tickets,
 - d) private collective transport tickets.
5. Partial reimbursement of travel expenses shall not apply to expenses incurred for travelling on domestic routes in Poland by a private car, by taxi or public transport tickets.
6. The final decision on approving partial reimbursement of travel expenses and its amount shall be made in each case by the event coordinator, taking into account the assumptions and budget of the event. Participants shall be informed about the final amount of partial reimbursement of travel expenses by e-mail.
7. The decision on approving partial reimbursement of travel expenses and its amount, as referred above, is final and is not subject to appeal.
8. In order to receive partial reimbursement of travel expenses, the Participant must attend a given event, as confirmed by his or her own handwritten signature on the attendance list. As for persons with disabilities who cannot write a handwritten signature, such signature can be affixed by an assistant of the person with disabilities or the attendance of that person can be confirmed by an employee of the Museum.
9. Partial reimbursement of travel expenses is approved on the route: from the place of residence or usual place of abode to the place where the event takes place (as indicated in the approved programme of a given event) and back.
10. In justified cases, the Organizer, at the request of the Participant submitted by e-mail, may make partial reimbursement of travel expenses for a route other than the one specified in par. 9 above. The decision in this regard shall be made in each case by the event coordinator.

11. The Organizer shall not approve partial reimbursement of travel expenses in the case of the Participant's resignation from attendance at a given event or resignation from a part of the event during its duration, as well as in the event that the Organizer does not allow the Participant to attend a given event due to the Participant's fault.
12. Partial reimbursement of travel expenses by the Organizer covers the cost of tickets as at the start and the end date of a given event in accordance with its approved programme, with the proviso that if a given event starts in the morning or ends in the evening, partial reimbursement of travel expenses may also cover the cost of tickets on the day before and on the day after the end of a given event in accordance with its approved programme.
13. In justified cases, the Organizer, at the request of the Participant communicated via e-mail, may effect partial reimbursement of travel expenses within time frames other than those specified in par. 12 above. The decision in this regard shall be made in each case by the event coordinator.
14. The Organizer does not cover additional costs resulting from an earlier arrival or later departure of the Participant.
15. Travel insurance (in the event of an illness or accident) shall be paid exclusively by the Participants.
16. Partial reimbursement of travel expenses shall be made on the basis of the submitted copies of personal invoices, tickets or bills, and the Application filled in by the Participant, and the attendance list signed by the Participant confirming participation in a given event, subject to par. 8 above. Submission of the aforementioned documents may happen by sending scans to the event coordinator's e-mail address.
17. The required documents being a basis for partial reimbursement of travel expenses, excluding the attendance list, shall be submitted to the Organizer within 14 business days after the end of the event.
18. Partial reimbursement of travel expenses shall be made within 21 days from the date of submission of the aforementioned documents, by transfer to the Participant's personal bank account stated in the Application. Reimbursement shall be made via bank transfers only.

19. Partial reimbursement of travel expenses shall be made in the Polish currency (PLN).
If the Participant pays in a foreign currency, the reimbursement amount shall be calculated according to the average exchange rate of the currency in which the payment for tickets was made, as announced by the National Bank of Poland on the day preceding the settlement date, with the proviso that the Museum shall not cover any transfer costs that may be requested by the Participant's bank.
20. In exceptional cases, partial reimbursement of travel expenses may be effected in a currency other than the Polish zloty (PLN). In such cases, the Organizer shall inform the Participants by e-mail about this possibility before the event and indicate the currencies in which the reimbursement is possible.

§ 3.

Full reimbursement of travel expenses or arrangement of travel

1. Participants living or permanently staying in a location other than the one in which a given event is taking place may apply either for full reimbursement of travel expenses or for arrangement of travel and payment of travel expenses.
2. If the event takes place in several locations and one of the locations is the place of residence of the Participant, the Participant may also apply either for full reimbursement of travel expenses or organization and payment of travel expenses by the Organizer.
3. Reimbursement of travel expenses shall apply to expenses incurred for travelling by public transport, including:
 - a) second class train tickets,
 - b) plane tickets,
 - c) inter-city and international bus tickets,
 - d) private collective transport tickets.
4. Reimbursement of travel expenses shall not apply to expenses incurred for travelling on domestic routes in Poland by a private car, by taxi or public transport tickets.
5. Each time the final decision on the reimbursement of all travel expenses incurred by the Participant or the arrangement of travel and payment of travel expenses shall be taken by the event coordinator. The Participants shall be informed about the decision by e-mail.

6. The decision on the reimbursement of all travel expenses incurred by the Participant or the arrangement of travel and payment of travel expenses referred to above is final and is not subject to appeal.
7. Travel expenses shall be reimbursed on condition that the Participant takes part in the entire event, as confirmed by his or her own signature on the attendance list. As for persons with disabilities who cannot write a handwritten signature, such signature can be affixed by an assistant of the person with disabilities or the participation of that person can be confirmed by an employee of the Museum.
8. Travel expenses will be reimbursed fully on the route: from the place of residence or usual place of abode to the place/places where the event takes place (as specified in the approved programme of a given event) and back.
9. In justified cases, the Organizer, at the request of the Participant communicated via e-mail, may either make full reimbursement of travel expenses or arrange travel and pay the expenses for a route other than the one specified in par. 8 above. The decision in this regard shall be made in each case by the event coordinator.
10. The Organizer shall not make full reimbursement of travel expenses in the event of the Participant's resignation from attendance at a given event or resignation from a part of the event during its duration, as well as in the event that the Organizer does not allow the Participant to attend a given event due to the Participant's fault.
11. Full reimbursement of travel expenses or arrangement of travel and payment of travel expenses by the Organizer cover the cost of tickets at the start and end date of a given event in accordance with its approved programme, with the proviso that if a given event starts in the morning or ends in the evening, full reimbursement of travel expenses or arrangement of travel may also cover the cost of tickets on the day before and on the day after the end of a given event in accordance with its approved programme.
12. In justified cases, the Organizer, at the request of the Participant communicated via e-mail, may make full reimbursement of travel expenses within time frames other than those specified in par. 11 above. The decision in this regard shall be made in each case by the event coordinator.

13. If, as requested by the Participant, the Organizer is to arrange travel and cover its costs, the Organizer shall buy tickets on the route: from the place of residence or usual abode, or from the place designated by the Organizer or from the place specified in par. 9 above, to the place where the event takes place (as specified in the approved programme of a given event) and back.
14. In case of an unjustified cancellation of attendance at a given event by the Participant or in case of resignation from a part of the event after it has started, as well as in the event that the Organizer does not allow the Participant to attend a given event due to Participant's fault, the Participant is required to refund the costs incurred by the Organizer in connection with arrangement of travel within 7 days of receiving the request.
15. The Organizer does not cover additional costs resulting from an earlier arrival or later departure of the Participant.
16. Travel insurance (in the event of an illness or accident) shall be paid exclusively by the Participants.
17. Total reimbursement of travel expenses shall be made on the basis of the submitted copies of personal invoices, tickets or bills, and the Application filled in by the Participant, and the attendance list signed by the Participant confirming presence in a given event, subject to par. 7 above. Submission of the aforementioned documents may take place by sending scans to the event coordinator's e-mail address
18. The required documents being a basis for full reimbursement of travel expenses, excluding the attendance list, shall be submitted within 14 business days after the end of the event.
19. Full reimbursement of travel expenses shall be made within 21 days from the date of submission of the aforementioned documents, by transfer to the Participant's personal bank account specified in the Application. Reimbursement shall be made via bank transfers only.
20. Full reimbursement of travel expenses shall be made in the Polish currency (PLN). If the Participant pays in a foreign currency, the reimbursement amount shall be calculated on the basis of the average exchange rate of the currency in which the payment for tickets was made, as announced by the National Bank of Poland on the day preceding the settlement date, with the proviso that the Museum shall not cover any transfer costs that may be requested by the Participant's bank.

21. In exceptional cases, full reimbursement of travel expenses may be effected in a currency other than the Polish zloty (PLN). In such cases, the Organizer shall inform the Participants by e-mail about this possibility before the event and indicate the currencies in which the reimbursement is possible.
22. Notwithstanding the provisions of this paragraph, the Organizer may provide transport services by means of public transport, i.e. it may rent a coach/bus, purchase public transport tickets.

§ 4.

Arrangement of accommodation

1. As part of the aforementioned Events, the Organizer may provide accommodation for the Participants of a given event.
2. The Organizer provides accommodation for Participants who have informed in the Application about their need for accommodation in the location of a given event.
3. Participants living or permanently staying in a location other than the one in which a given event is taking place may apply for accommodation.
4. In justified circumstances, the Organizer may decide to provide accommodation also to Participants living or permanently staying in a location in which a given event is taking place.
5. Accommodation for the Participants of a given event shall be provided in a hotel (hostel, shelter, etc.) with which the Organizer has a separate agreement.
6. In case of an unjustified cancellation of participation in a given event by the Participant within the period of 7 days or less before the beginning of a given event, the Participant is required to refund the costs incurred by the Organizer in connection with arrangement of accommodation within 7 days of receiving the request.

7. Arrangement of accommodation includes accommodation at the start and at the end date of a given event (in accordance with the approved programme of the event).
8. In particularly justified cases, the Participant may apply for accommodation on the day preceding a given event or on the day following the end of the event.
9. The final decision on the arrangement of accommodation shall be made in each case by the event coordinator. Participants shall be informed about the decision by e-mail.
10. The aforementioned decision to arrange accommodation is final and is not subject to appeal.

§ 5.

Final provisions

1. The Regulations come into force on the day of their announcement.
2. Participant's attendance at a given event shall be tantamount to acceptance of the Regulations. The Regulations are made available by the Organizer, among others, on the Organizer's website or sent by e-mail to the Participants or a partner organization responsible for the recruitment of the Participants.
3. The Organizer reserves the right to amend the Regulations in justified cases. The Organizer shall inform the Participants each time about changes in the Regulations.
4. The Organizer reserves the right to stop or cancel the event due to a valid reason, including force majeure. In the case of cancellation of a given event, the Participants are not entitled to reimbursement of travel expenses.