

APPROVED
by Order No. R-39 of 9 February 2022
of the Rector of Vilnius University
(Order of the Rector of Vilnius
University, version of 2022)

**DESCRIPTION OF THE PROCEDURE FOR PAYMENT OF MONETARY
REIMBURSEMENT TO VILNIUS UNIVERSITY STUDENTS DISPATCHED BY THE
UNIVERSITY TO ATTEND EVENTS**

**CHAPTER I
GENERAL PROVISIONS**

1. The Description of the Procedure for Payment of Monetary Reimbursement to Vilnius University Students Dispatched by the University to Attend Events (hereinafter the 'Description') shall establish the procedure and amounts of payment of travel, registration, accommodation and other monetary reimbursement to students of Vilnius University (hereinafter the 'University') who are dispatched by the University to attend events. The Description shall apply to students of all cycles of studies, regardless of the form of studies.

2. The dispatch of a student to events shall be understood as the departure of a student of the University for a certain period of time, related to the student's participation in scientific, sporting, artistic, educational and/or project activities, which shall be formalised by an order of the Rector of the University of their authorised person.

3. An order of the Rector of the University or their authorised person shall be prepared in the electronic document management system of the University (hereinafter the 'Order'). The Order must specify the full name of the student to be dispatched, the core academic unit of the University, the programme of studies (for doctoral students, the field of study in which they are studying), the course of studies, the student's bank account number, the purpose of the dispatching, the location(s) of the event, the duration of the dispatch, the types of monetary reimbursement, the amounts of the reimbursement, and the sources of funding.

4. An advance payment may be made to the student to be dispatched, up to a maximum of the amount of the planned monetary reimbursements for the dispatch. The amount of the advance payment must be specified in the Order. If the payment is to be made in a consolidated form (Item 9 of the Description), the student's bank account may not be specified in the Order.

5. This Description shall not apply to the payment of apprenticeship and expedition expenses for students.

**CHAPTER II
PROCEDURE AND AMOUNTS OF PAYMENT OF MONETARY REIMBURSEMENT**

6. Upon returning from the place(s) of dispatch, the student must submit the expense report and the relevant original documents justifying the actual expenses incurred to the responsible staff member of the core academic unit of the University organising their trip no later than within five working days. The report of expenses and digital copies of supporting documents may be submitted by e-mail, in which case they must be signed with the student's qualified electronic signature or equivalent. It shall be the student's responsibility to ensure that the documents are issued in their name as a natural person. Upon receipt of the required documents from the student, the responsible staff member of the core academic unit of the University organising the student's trip shall submit them to the Finance Department of the Central Administration of the University (hereinafter the 'Finance Department') in the document management system.

7. If the advance payment paid to the student exceeds the amount of the actual expenses incurred, the student must repay the unused balance of the advance payment to the University no later

than within three working days after the submission of the report. If the student fails to repay the unused balance of the advance payment in accordance with the procedure set out in this Item, the University shall have the right to deduct the unused balance of the advance payment from the student's benefits or to recover the balance of the advance in accordance with the procedure established by law.

8. The staff member of the core academic unit of the University organising the student's trip shall be obliged to acquaint the student with this Description and the relevant Order. Heads of the core academic units of the University dispatching the students shall be responsible for the proper processing of the Orders and for the timely settlement for the funds used.

9. The report provided for in Item 6 of this Description may also be submitted in a summarised form, with the group leader (a staff member of the University) reporting for the group of students. The report signed by the group leader and digital copies of the supporting documents shall be submitted to the Finance Department via the electronic document management system by the group leader or by the responsible staff member of the University core academic unit organising the trip. The original of the statement of settlement with the students must be submitted to the Finance Department at the time of submission of the summary report.

10. All payments relating to the costs of dispatching the student shall be made by bank transfer to the student's bank account specified in the Order. If the report has been submitted in summarised form, payment shall be made by bank transfer to the bank account of the group leader submitting the report.

11. The following monetary reimbursements may be awarded to a student being dispatched to the event:

11.1. Meal allowance;

11.2. Rental costs for the residential space;

11.3. Cost of travelling to and from the place(s) of the event to which the student is dispatched by all modes of transport, except taxis or couriers;

11.4. Local transport costs;

11.5. Event registration fee or event ticket costs (when going to a conference, symposium, exhibition, or other events);

11.6. Various other costs related to the dispatch (processing of departure documents, health insurance, accident insurance during the period of the dispatch, baggage and luggage storage fees, costs of necessary vaccinations and medicines for communicable diseases, communication costs, currency exchange costs at credit institutions when this currency is used to reimburse the expenses of the dispatch, etc.).

12. The amount of the daily meal allowance (including departure and return days) shall be specified in the Order and shall not exceed the applicable limits approved by the Government of the Republic of Lithuania for participants of public events and high-level sports mastership training camps (Government of the Republic of Lithuania Resolution No. 1515 of 2 December 2003 "On Approval of the Amounts of Non-Taxable Monetary Reimbursement for Participants of Public Events and High-Level Sports Mastership Training Camps and the Rules of Procedure of Payment"). The documents supporting such actual costs shall not be provided.

13. The rental costs for the residential space shall be calculated on the basis of supporting documents justifying the actual costs, within the limits set out in the Order (if any); if the Order does not provide for such rates, the rental costs for the residential space shall be calculated within the limits of the rates established by the Government of the Republic of Lithuania for the rental costs for the residential space (Resolution No. 526 of 29 April 2004 of the Government of the Republic of Lithuania "On the Daily Allowances and Other Secondment Expenses").

14. Transport costs to and from the place(s) of dispatch shall be reimbursed in accordance with the following procedure:

14.1. travel costs to the place(s) of dispatch by bus, train, air and/or sea shall be reimbursed on the basis of supporting documents justifying the actual costs, within the limits set out in the Order (if any);

14.2. travel costs to the place(s) of dispatch by car shall be reimbursed on the basis of the number of kilometres travelled during the trip and the approved rates of fuel consumption, in accordance with the procedure for calculating the cost of the car used for the purpose of the dispatch.

15. Local transport costs shall be reimbursed as follows:

15.1. on the days of departure to and return from the place of dispatch – travel by all modes of transport between the airport or seaport, railway or bus station and the place of the event or the place of residence (by taxi – only in the urban and, where appropriate, suburban areas, if no other public transport is available), on the basis of supporting documents justifying the actual costs, within the limits set out in the Order on the dispatch (if any);

15.2. on other days – the cost of travel for the purposes of the dispatch, by any means of transport other than taxis and couriers, on the basis of supporting documents justifying the actual costs, within the limits set out in the Order (if any);

16. The cost of the registration fee or the purchase of a ticket to the event shall be reimbursed on the basis of documentary evidence of the actual costs incurred, within the limits set out in the Order (if any);

17. In case of travelling to the place(s) of dispatch by car, fuel costs shall be reimbursed as follows:

17.1. the round trip distance shall be calculated using the shortest route;

17.2. the costs of fuel consumed during the student's trip shall be calculated in accordance with the fuel consumption norms calculated in accordance with the legislation of the Republic of Lithuania and the University;

17.3. the purchase of fuel must be documented (with cash register receipts). The date of issue of the fuel purchase documents cannot be earlier than 10 (ten) days before the start of the student's trip;

17.4. when accounting for the trip, a copy of the registration certificate of the car, which was used for the trip, must be submitted when accounting for the dispatch.

17.5. when several students travel to the same destination in the same car, only one student shall be reimbursed for the purchased fuel;

17.6. when travelling abroad, in addition to the reimbursable transport costs provided for in Item 14(2) above, the cost of third-party liability insurance and the cost of storing a car in a car park may be reimbursed during the trip. In such a case, these costs and the limit of reimbursement must be provided for in the Order.

18. Other costs relating to the dispatch shall be reimbursed on the basis of supporting documents justifying the actual costs, within the limits set out in the Order (if any).

19. When the costs of dispatch are paid from the funds of projects funded by the Republic of Lithuania, the European Union and/or other organisations in accordance with the terms and conditions stipulated in the project contracts, the requirements stipulated in Items 11-18 of the Description may be applied with certain exceptions, while the costs of dispatch shall be determined in accordance with the special legal acts regulating the implementation of the projects or the rules of project funding.

20. If reimbursements are taxable under the law of the Republic of Lithuania, the student may be paid the amount after the deduction of the relevant taxes.
