

VI. Settlement of reimbursement for purchase of scientific literature.

1. During special editions of the Competition for Financing the Activity of Ph.D. Students of Jagiellonian University, TD UJ finances the purchase of scientific literature or other literature connected to the research undertaken (such as novels or comic books). The maximum amount of financing is 500 PLN.
2. **Chosen books may be bought outside of Poland, however only from countries belonging to the UE (and, until 31 December 2020, the UK), due to the additional costs of customs and complicated administrative procedures for imports from the rest of the world.**
3. **Invoices** together with a confirmation of the bank transfer should be submitted to TD UJ's office **within 14 days of their issue.**
4. The reimbursement procedure can be started only after the submission of a complete set of documents, that is:
 - a) All of the invoices
 - b) All of the bank transfer confirmations
5. **Requirements regarding the invoice:**
 - a) It has to be issued for:

Buyer: Uniwersytet Jagielloński
 Ul. Gołębia 24
 31-007 Kraków
 NIP: 675 000 22 36
 - b) In the case of a foreign invoice, the NIP number has to be preceded by the letters PL (i.e. PL xxxx where xxxx stands in for the NIP number), and VAT has to equal 0% (it will be covered in Poland by JU).
 - c) The payment has to be made by the PhD student – TD UJ reimburses the cost after the fact. Please remember to always attach the bank transfer confirmation.
 - d) **The original invoice** (scans or photos cannot be processed) has to be submitted to the TD UJ Office **within 14 days of being issued.**
 - In the case of an e-invoice in PDF format it can be sent by e-mail (together with a bank transfer confirmation) to doktoranci@uj.edu.pl .
 - In other cases, both invoice and the bank transfer confirmation should be sent by traditional post to:

Towarzystwo Doktorantów UJ
Ul. Gołębia 24

- e) The invoices have to be described **on the reverse side**. For e-invoices please put the description into the body of the e-mail.

Invoice for books for [Name and surname]. I have paid for them with my own funds. Please process the reimbursement to bank account number: [the number]. I received the goods on: [date].

Before ordering, I have performed a market survey.

6. Should you forgo the funding, please inform the TD UJ Office immediately at: doktoranci@uj.edu.pl