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| **6. sz. melléklet** MISKOLCI EGYETEM ADÓSZÁM: 19253055-4-05; 17782751-5-05 **Külföldi kiküldetés költségelszámolása** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | |  | | |  | | |  | | |  | | | | |  | |  | | | | |  | | | |  | | | |  | | | |  | |
| A kiküldő szervezet: | | | | | | | | | | | | | | | | | | | | | | | | |  | | Ikt.sz: | | | | | | | | | | |
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| **I. KIKÜLDETÉSI ADATOK** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A kiküldetésre vonatkozó rendelkezések | | | | | | | | | | | | | | | | | |  | |  | | |  | | | | |  | |  | | | | | | |  |
| **Kiküldött** | | neve: | | | | | | | | | | | | | | | |  | | Az utazás módja | | | oda | | | | |  | |  | | | | | | |  |
| szül. helye, ideje: | | | | | | | | | | | | | | | |  | | vissza | | | | |  | |  | | | | | | |  |
| beosztása: | | | | | | | | | | | | | | | |  | | A kiküldetés helye és időtartama | | | ország | | | | |  | |  | | | | | | |  |
| adóazonosító jele: | | | | | | | | | | | | | | | |  | | nap | | | | |  | | | | | | | | | |  | |  |
| bankszámlaszáma: | | | | | | | | | | | | | | | |  | |  | | | | | | | |  | |  | | | | | | |  |
| A kiküldetés célja: | | | | | | | | | | | | | | | | | |  | |  | | | | |  | | |  | |  | | | | | | |  |
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| **II. NAPIDIJELSZÁMOLÁS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indulási, érkezési, határátlépési adatok | | | | | | | | | |  | | |  | | |  | | | |  | | | | |  | | | |  |  | | |  | | | | |
| Indulás | | | | | | | | | | | | |  | | | Érkezés | | | | | | | | | | | | | | | | | A határátlépés időpontja | | | | |
| honnan | | | | | | | utazás módja | | | mikor | | |  | | | hova | | | | | | | | | | mikor | | | | | | |  | | | | |
|  | | | hó, nap óra, perc | | | | | | hó, nap óra, perc | | | | | | | nap óra, perc | | | | |
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| Napidíj elszámolása | | | | | | | | | |  | | | |  | |  | | | |  | | | | |  |  | | | | | | | |  |  | | |
| Ország | | | | | | | napok száma | | | Felszámítható napidíj (forint) | | | | | | | | | | | | | | | Elszámolható összeg (forint) | | | | | | | | | | | | |
| egy napra | | | | összesen | | | | | | | | | | |  | | | | | | | | | | | | |
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| **III. KÖLTSÉGELSZÁMOLÁS (KIZÁRÓLAG ENGEDÉLLYEL!!!!)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Szállásköltség utólagos elszámolása | | | | | | | | | | | | | |  | | | |  | |  | | | | | | |  | | | |  | | |  | | |  |
| A bizonylat sorszáma | | | | | Ország | | | szállás pénzügyi adatai | | | | | | | | | | | | | | | | | | | **Elszámolható** | | | | | | | | | | |  |
|  | |  | | | napok száma | | | valuta neme | | | | egy napra | | | | | | összesen | | | | | |  | | | | | | | | | | |  |
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| Valutában felmerült dologi kiadások utólagos elszámolása | | | | | | | | | | | | | | | | |  | |  | | | | | |  |  | |
| A bizonylat sorszáma | | | | A felmerülés | | | | | | | | | | | | | A valuta | | | | | | | |
| helye | | | | ideje | | jogcíme | | | | | | | neme | | | összege | | | | |
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|  | |  | |  | |  | |  | |  | |  | | |  | | **összesen:** | | | | | | | |
| Dátum: | | | | | | | |  | |  | |  | |  | | |  | |  | | |  |  | | | | |
| ……………………………………………………….. | | | | | | | | | |  | | A kiküldetésben eltöltött idő szükségességét és a feladat elvégzését igazolom. | | | | | | | | | | |  | | | | |
|  | |  | | kiküldött aláírása | | | |  | |  | |  | | | | |
|  | |  | |  | |  | |  | |  | | Dátum: | | | | | | |  | | |  |  | | | | |
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|  | | | | …………………………………………………  ellenjegyzői aláírás, dátum | | | | | |  | | | |  | | |  | | | | |
|  | | | |  | | | | | |  | | | |  | | | rektor/gazdasági vezető/gazdálkodási egység vezetőjének aláírása\* | | | | | |  | | | | |
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|  | | | | ………………………………………………...  kötelezettségvállalói aláírás, dátum | | | | | |  | | | |  | | | …………………………………………. | | | | | |  | | | | |
|  | | | |  | | | | | |  | | | |  | | | gazdasági vezető aláírása\*\* | | | | | |  | | | | |
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|  | | | | ÉRVÉNYESITÉS | | | | | | | | | | | | |  | | | | | |  | | | | |
| KÖLTSÉGELSZÁMOLÁS | | | |  | |  | | | | | | |  | |  | | | | |  |  | | | | |
|  | | | | A VALUTA | | | | | | | | | | |  | |  | |  | | | | |
|  | | | | elszámolható összege | | neme | | árfolyama | |  | | HUF | | |  | | Kifizetendő: | |  | | | | |
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\* A jelen szabályzat 1. § (6) bekezdésében meghatározott, engedélyezésre jogosult vezető.

\*\* Amennyiben nem a gazdasági vezető az engedélyező.