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| **6. sz. melléklet**  **Külföldi kiküldetés költségelszámolása** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| A kiküldő szervezet: Miskolci Egyetem | | | | | | | | | | | | | | | | | | |  | | | Ikt.sz: | | | | | | | |
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| I. KIKÜLDETÉSI ADATOK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A kiküldetésre vonatkozó rendelkezések | | | | | | | | | | | | | |  | |  |  | | | |  | |  | | | | | |  | |
| Kiküldött1 | | neve: | | | | | | | | | | | |  | | Az utazás módja | oda | | | |  | |  | | | | | |  | |
| szül. helye, ideje: | | | | | | | | | | | |  | | vissza | | | |  | |  | | | | | |  | |
| beosztása: | | | | | | | | | | | |  | | A kiküldetés helye és időtartama | ország | | | |  | |  | | | | | |  | |
|  | | adóazonositó 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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| Dátum: | | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | | |
| ……………………………………………………….. | | | | | | | | | |  | | A kiküldetésben eltöltött idő szükségességét és a feladat elvégzését igazolom. | | | | | | | | | |  | | |
|  | |  | | kiküldött aláírása | | | |  | |  | |  | | |
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|  | | | |  | | | | | |  | | | |  | | rektor/kancellár/gazdálkodási egység vezetőjének aláírása\* | | | | | |  | | |
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|  | | | |  | | | | | |  | | | |  | | kancellár 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 kancellár az engedélyező.