

**THE RESOLUTION OF THE ADMINISTRATION COUNCIL BOARD**
No. 15/05.02.2019

Taking into consideration:

1. The provisions of Resolution no. 714/13.09.2018 regarding the rights and obligations of the staff employed in public authorities and institutions during delegations and secondments in other locality, and travels in a professional capacity;
2. The claim for the expenses of referents, members in doctoral committees, committees for competitions for didactic positions, or committees for the habilitation thesis defence;
3. The need to fall within the budget approved for travels.

The Administration Council Board of the Technical University of Cluj-Napoca gathered in the meeting of 05.02.2019,

DECIDES:

Art. 1. For the referents who come to the Technical University of Cluj-Napoca to participate in doctoral committees:

- a) The settlement of the transportation expenses shall be done in the maximum amount of 1500 lei for the members coming from abroad, and maximum 1000 lei for the members from Romania;
- b) The settlement of the accommodation expenses shall be done for maximum 2 nights, within the limit of 230 lei/night;
- c) The expenses which exceed the maximum ceiling mentioned above in a) and b) can be paid through research agreements, sponsorships or other sources. In the case of the settlement of the accommodation expenses, the sum can be increased up to 50%, with the approval of the Administration Council Board, in reasoned situations proved by supporting documents;
- d) If the duration of the delegation is of at least 12 hours, the referents will benefit from an allowance for delegation, of 20 lei/day, granted for maximum 2 days;
- e) The referents benefit from salary rights of 700 lei (net income):

For the referents with residence in Romania, the settlement shall be done based on the following documents:

1. bank statement,
2. salary certificate, mentioning the job title and the length of service
3. a copy of the identity card,

For the referents without residence in Romania, the salary rights shall be taken from the pay office of the Technical University of Cluj-Napoca, personally or through an appointee based on:

1. certificate proving the quality of teaching professional/scientific researcher
 2. one copy of the passport;
- f) The settlement of transportation, accommodation and the payment of the allowance shall be settled for maximum 3 referents if at least one of them comes from abroad, and the

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settlement of salary rights for maximum 4 referents, if at least one of them comes from abroad;

- g) The settlement of expenses mentioned in article 1, a), b) and d) shall be done from the doctoral grant, or the tax for the PhD thesis public defence.

Art. 2. For the referents who come to the Technical University of Cluj-Napoca to participate in competitions for didactic positions:

- a) The settlement of the transportation expenses shall be done in the maximum amount of 1500 lei for the members coming from abroad, and maximum 1000 lei for the members from Romania;
- b) The settlement of the accommodation expenses shall be done for maximum 2 nights, within the limit of 230 lei/night;
- c) The expenses which exceed the maximum ceiling mentioned above in a) and b) can be paid through research agreements, sponsorships or other sources. In the case of the settlement of the accommodation expenses, the sum can be increased up to 50%, with the approval of the Administration Council Board, in reasoned situations proved by supporting documents;
- d) If the duration of the delegation is of at least 12 hours, the referents will benefit from an allowance for delegation, of 20 lei/day, granted for maximum 2 days;
- e) The settlement of transportation, accommodation and the payment of the allowance shall be settled for a maximum of 3 referents if at least one of them comes from abroad;
- f) The settlement of expenses mentioned in article 2, a), b) and d) shall be done from the core funding.

Art. 3. For the referents who come to the Technical University of Cluj-Napoca to participate in committees for the habilitation thesis defence:

- a) The settlement of the accommodation and transportation expenses shall be done for a maximum of 2 nights, according to Resolution no. 714/13.09.2018;
- b) The settlement of expenses shall be done from the habilitation tax;
- c) If the habilitation tax does not cover the settlement for the referents, the supplementary costs shall be paid from research agreements, sponsorships or other sources.

Art. 4. The Resolution of the Administration Council Board of the Technical University of Cluj-Napoca no. 225/22.10.2013 and the Resolution of the Administration Council Bureau no. 440/06.10.2015 shall be repealed.

Art. 5. The provisions of the present resolution will be carried out by the Financial and Accounting Direction, Human Resources Direction and IOSUD.

RECTOR

Prof. Vasile ȚOPA, PhD, Eng.

Approval of the Legal Office
Cristina SZEKELY, legal adviser

Financial and Accounting Direction
Economic Director
Ec. Adriana OCHIȘ