

## **BUSINESS TRIPS AND THE CENTRAL REGISTER OF CONTRACTS (CRU) – INSTRUCTIONS FOR SGGW EMPLOYEES**

As of July 1, 2026, pursuant to Art. 34a of the Act of August 27, 2009 on Public Finance and the Regulation of the Minister of Finance and Economy of March 30, 2026 on the CRU JSFP, Warsaw University of Life Sciences (SGGW) is obliged to report to the Central Register of Contracts of Public Finance Sector Entities (CRU JSFP) information on contracts concluded by SGGW that jointly meet the following conditions, i.e., constitute a public procurement within the meaning of Art. 7 item 32 of the Public Procurement Law Act and were concluded in written, document, electronic, or other special form, regardless of their value.

This obligation also covers purchases made in connection with foreign business trips, such as:

1. conference registration fees;
2. accommodation reservations;
3. purchase of flight, train, or rail tickets;
4. car rental and other transport services.

**Key rule: Whether a purchase is subject to registration in CRU SGGW is decided by who is the party to the concluded contract – SGGW or the employee.**

In practice, this is determined by whose details the reservation/registration is made under and to whom the invoice or bill is issued.

**Scenario 1: Purchase under employee's details** → NO OBLIGATION TO REGISTER IN CRU SGGW.

**When applicable:** The employee independently makes the purchase, providing their own personal details. The invoice or bill is issued to the employee. The cost is reimbursed upon settlement of the business trip (reimbursement).

### **Important rules:**

1. University details or Tax Identification Number (NIP) must not be provided.
2. Per diems and lump sums are not subject to registration in CRU JSFP.
3. Essential condition: reservation, confirmation, and invoice must be issued exclusively under the employee's details.

**Note:** If the invoice is issued to SGGW – even by mistake – Scenario 2 applies.

**Scenario 2: Invoice to SGGW** → OBLIGATION TO REGISTER IN CRU SGGW

**When applicable:** When making a reservation or registration, the employee provided SGGW's details as the buyer (including the University's NIP), and the invoice is issued to the University – regardless of whether the employee pays the fee out of pocket and later receives a reimbursement.

**Explanation:** Private payment is merely a method of payment and does not change the parties to the contract. The contract in this situation is concluded by the University, and the employee acts solely on its behalf. Incurring an obligation on behalf of SGGW requires prior consent and authorization resulting from an approved travel request application.

**Deadlines:** According to regulations, information about the contract must be made available in CRU JSFP without undue delay, no later than 30 days from its conclusion. To ensure compliance with this deadline at SGGW, an internal deadline for entering the contract into CRU SGGW applies – 5 days from making the registration/reservation.

| Activity                                                                                                                                                                                                                                                                                                         | Deadline                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Entering contract data into CRU SGGW                                                                                                                                                                                                                                                                             | 5 days from the date of making the reservation/registration |
| Updating data in CRU SGGW, including the expiry of the contract. In the event of circumstances resulting in the termination of the contract, an employee of the SGGW unit who made the entry into CRU SGGW, or another authorized employee of that unit, is obliged to change the contract status to "Inactive". | 5 days from the occurrence of the change                    |
| Statutory deadline for making data available in CRU JSFP                                                                                                                                                                                                                                                         | 30 days from the conclusion of the contract                 |

**The deadline is calculated from the moment of contract conclusion (i.e., from registration/reservation), and not from the date of invoice issuance or the event.**

Purchases made under the central contract for international business travel management, which is managed by the International Cooperation Office, are not subject to individual registration in CRU. Only the main contract entered into the Register by the International Cooperation Office is subject to registration in CRU.

**Instructions for entering contracts into CRU SGGW: [INSTRUKCJA REJESTRACJI UMÓW W CENTRALNYM REJESTRZE UMÓW SGGW](#)**

**A delegated employee cannot wait to log the entry until settling the business trip expense report, as the notification deadline to CRU SGGW may already be exceeded.**

The obligation to enter contract data into CRU SGGW rests on the financial manager (fund holder) whose funds were used to pay for the given cost (e.g., conference participation, car rental, etc.).

SGGW International Cooperation Office does not mediate in registering contracts in CRU SGGW, nor does it register them on behalf of other University units.

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