



RULES FOR REIMBURSEMENT OF TRAVEL EXPENSES FOR AUDITIONS  
AT THE WARSAW PHILHARMONIC – NATIONAL ORCHESTRA OF POLAND

1. The Warsaw Philharmonic allows for the reimbursement of documented travel expenses for audition participants under the conditions specified below:
  - 1.1. in the case of auditions for the position of tutti musician – travel expenses not exceeding EUR 500 may be reimbursed to candidates who qualify for the third stage of the audition;
  - 1.2. in the case of auditions for the position of soloist – three candidates who qualify for the second stage of the audition with the highest scores may receive reimbursement of travel expenses not exceeding EUR 500;
  - 1.3. in the case of auditions for the position of concertmaster, three candidates who qualify for the second stage of the audition with the highest scores may receive reimbursement of travel expenses not exceeding EUR 500;
2. The Warsaw Philharmonic shall reimburse travel expenses to the persons listed above on condition that:
  - 2.1. the candidate referred to above must submit a request to the Director of the National Philharmonic for reimbursement of travel expenses, indicating the route, means of transport and cost of travel.
  - 2.2. submission of a personalised ticket/receipt/invoice confirming the purchase of a ticket covering the route from the place of residence/stay to Warsaw, with the proviso that this route should be the shortest possible for a given section (without unjustified changes);
  - 2.3. use of economy class for both air and rail travel;
3. The Warsaw Philharmonic does not provide for the reimbursement of travel expenses incurred by car or other means of transport, where the basis for settlement would be fuel purchase receipts and vehicle mileage records.
4. The Warsaw Philharmonic allows for only a partial reimbursement of travel expenses if it is convinced that the amount of travel expenses indicated by the candidate is grossly inflated in relation to the standard travel costs for a given route using the means of transport used by the candidate, e.g. due to a last-minute ticket reservation or the need to pay additional fees.
5. The decision on the reimbursement of all or part of the documented travel expenses shall be made by the Director of the National Philharmonic after reviewing the candidate's application and obtaining information from the Orchestra Personnel Manager.