

# FOREIGN AND DOMESTIC BUSINESS TRAVELS OF STUDENTS OF THE FACULTY OF LAW CARRIED OUT WITHIN THE COURSE OF AN IGA PROJECT

## Procedure before commencing foreign and domestic business travel:

1. Before every foreign and domestic travel the student is obliged to fill in a valid business travel approval form for foreign or domestic travels (further referred to as "travel approval") with all requisites. The form is available at [B3-12/1 MPK](#) or you can contact the secretary of the department to obtain it. Furthermore, the student is obliged to fill in a contract for the reimbursement of expenses (further referred to as the "contract"). The completed travel approval and the contract shall be sent via e-mail to dr. Řezníčková ([zuzana.reznickova@upol.cz](mailto:zuzana.reznickova@upol.cz)) for inspection and then, by appointment, the signed documents shall be deposited in her mailbox in building A or sent via e-mail with scanned signatures. Dr. Řezníčková will arrange for the Dean's signatures and the signed documents will then be available in the office of the accountant of the Faculty of Law, Mrs. Eva Grulichová (cash desk, filing office, 1st floor, building B, tel: 585637533).

2. Upon request, the accountant at the Faculty of Law cash desk will provide the student with a chargeable advance payment for travel expenses, i.e. fares, accommodation, incidental costs and meals, both in Czech crowns (e.g. for a return train ticket in CZK) and in foreign currencies, if the student states this fact in the travel approval form (see point 2 of the travel approval). The student applying for the advance payment will then agree with the accountant well in advance (not less than 5 working days in advance), by telephone, e-mail, or preferably in person, on the term of the payment. To obtain the advance payment, the travel approval must have been submitted and signed.

- The advance payment in CZK or in foreign currencies is paid out by Mrs. Eva Grulichová at the cash desk of the Faculty of Law.
- The fare (air ticket, bus ticket) can be paid in advance by invoice through the Economic Department upon request to issue an order (to be arranged by oneself). For information on the possibility of the reimbursement of one's fare through the Economic Department please contact Mrs. Marcela Mazuráková (tel: 585637530). The same applies for accommodation. However, it is necessary to arrange for the payment through the Economic Department in advance!
- A conference fee is not a part of the travel approval and it can be paid in advance via the Economic Department or it can be paid on the basis of an expense receipt. Also books, copying, access to libraries are not part of the travel expenses approval. They can be paid based on an expense receipt.
- Before commencing a foreign business travel it is possible to collect the advance payment together with insurance card at the cash desk.

## Procedure after the end of the foreign and domestic business travel:

After returning from a foreign and domestic business travel it is necessary that the student does the following (to be processed with Mrs. Grulichová at the cash desk):

- in the case of a foreign business travel returns the insurance card as soon as possible at the cash desk of the Faculty of Law,
- fills in and signs the other side of the travel approval - part 5) time schedule of the travel,
- submits receipts on the payment of accommodation, fare, public transport, etc. The receipts must be stuck or stapled onto A4 paper. The receipts should be legible (stamp, signature, amount indicated and currency), categorized by type of expense and currency, with a description (paid in cash or by invoice, what source it will be paid from),
- submits a proof of accommodation, which must be issued with the address of the organization sending you on the business travel, i.e. at the address of the Faculty of Law of Palacký University,
- submits a business travel report, or upon agreement with the accountant, returns the unused amount from the advance payment in a foreign currency.

The report from foreign and domestic business travel must include billing, i.e.:

- a list of receipts submitted by the employee for the settlement of accounts, stating the amounts paid (they can be summarized - accommodation, fares in CZK, fares in foreign currencies, boarding pass, incidental expenses)
- it is necessary to indicate if meals were provided during the foreign business travel (e.g. accommodation with breakfast, half board, dinner, etc.)
- if travel allowance is requested
- from what source the travel expenses will be reimbursed (SPP or the centre number).

All this must be done within 10 working days following the return from the business travel!

- As for the settlement of the advance payment, the term of 10 days is obligatory. If this deadline is not met, no further advance payments will be granted to the student.
- In the case that the foreign business travel does not take place, the advance payment must be returned in the currency in which it was provided.
- Accounts for foreign travels carried out at the end of November and in December must, if possible, be settled before 15th December of the relevant calendar year.
- The daily allowance is reduced for every meal provided during the foreign travel (see [B3- 17/2-MPK Reimbursement of Travel Costs](#)).
- Settlement of travel costs will be carried out within 10 working days following the submission of all written documents by the student. The accountant, Mrs. Eva Grulichová, will inform the student of additional payment (paid out only in CZK) or of the overpayment (to be returned either in foreign currencies or in CZK) of the travel costs.