

FOREIGN AND DOMESTIC TRIPS OF THE STAFF OF THE FACULTY OF LAW UP

Procedure BEFORE starting the business trip:

TRAVEL ORDER

Prior to each foreign and domestic business trip, the employee is required to fill in a valid **foreign or domestic travel order form (hereinafter referred to as TO) with all the relevant details, only electronically: ecp.upol.cz**

- **The employee fills in the header and tab (well in advance, at least 2 working days) before the trip.**
- **The source and cost centre or SPP** from which the mission will be paid must always be stated. If the TO is paid by the Dean's Office or the department, the source is always 11. For grants, its assigned SPP number is given.
- The employee is obliged to fill in the pre-trip tab **interruption of the trip (=permitted) if he/she plans it!**
- The employee **shall also list all transit countries and border crossings** in the TO.
- If an employee starts a foreign business trip at his/her place of residence rather than at his/her place of employment, he/she is obliged to inform his/her supervisor of this, taking care to be as economical as possible with the funds.
- **You can pick up your foreign insurance card** at the Cash Office before you start your foreign business trip (this is usually done together with the collection of any advance).
- **It is necessary to report any changes to a business trip, such as illness or a missed trip, to the registrar of working hours as soon as possible** (departmental secretaries in the departments, the dean's secretary in the dean's office) **and cancel the trip immediately.**
- For **student travel in the doctoral form of study**, the student must have a contract with UP, which he/she must submit to the TO. The student becomes an employee of the UP FACULTY OF LAW for the duration of the business trip and is covered by the UP travel insurance. **Doctoral students fill in the TO only in paper form. Detailed information will be provided by Ing. Kristýna Ondráčková.**
- In the new system ecp.upol.cz it is possible to:
 - Enter a travel companion who does not need to fill in a travel order, the approval is then automatic.
 - If you have chosen the wrong funding source, you do not have to cancel the travel order, but you can now correct the source.

CONFERENCES, CONFERENCE FEE, BOOKS, PHOTOCOPYING, LIBRARY FEES

- If you are going to a conference, then the **conference programme is attached to the TO.**
- **The conference fee is not included in the TO.** It can be paid in advance through the Economic Office (hereinafter referred to as EO), or it can be reimbursed on the basis of an expense voucher.

- **Books, photocopies, and library access are also not part of the TO.** They can also be reimbursed on the basis of an expense voucher, or the cashier can arrange for a breakdown of individual items.

TICKETS, FLIGHTS, ACCOMMODATION

- When purchasing tickets, airfare and accommodation, **we act with due care.**
- Each employee purchases his/her own ticket in his/her own name, and cancellation insurance is required at the time of purchase. You may request a travel advance to pay for the ticket when completing the CP. You may purchase the ticket only after the electronic CP has been approved by all approvers.
- The highest class of train is not allowed.
- Accommodation should be at the usual price, from faculty funds it is recommended to stay in a hotel ***, only exceptionally after approval by the Secretary in justified cases can be provided hotel ****. This may be due to the occupancy of lower category hotels or the lower cost of the **** hotel than available *** hotels.
- When paying for accommodation with project funds, please consult the provider's rules (sometimes there is a fixed ceiling, sometimes the class of hotel)
- Exceptions are reimbursement of travel and accommodation from funds other than the main activity (grants, projects, etc., where each employee should check with the principal investigator about the conditions of the TO reimbursement).
- **The proof of accommodation must be sent to the address of the organisation that sends you on the business trip, i.e. to the address of the FACULTY OF LAW UP 17. listopadu 8, Olomouc**
- Fares and accommodation **can be paid in advance by invoice via EO** on request (each person is responsible for their own). For more information please contact Mrs. Marcela Mazuráková (cl. 7530), it is necessary to make an appointment with her in advance!
Fares and accommodation purchased in this way are not entered into the e-form and are not subsequently reimbursed by the TO!

TRAVEL BY PRIVATE VEHICLE

- **You cannot use a vehicle that is not insured against accidents** for business trips.
- When using a private vehicle, the employee is obliged to **undergo training of drivers of official vehicles** before the trip, which is valid for 2 years (the list of trained employees is available at the FACULTY OF LAW cash desk or at the EO, or the information can be found in the portal - My profile - Employee details). Driver training is held at UP several times a year, alternatively we accept training of drivers of official vehicles in a driving school.
- If you are going on a business trip for the first time, you must bring **a copy of the so-called large technical licence and a copy of the accident insurance policy**, for which you must provide proof of payment of and for each year. The data is entered into the system by the claims officer, Bc. Eva Grulichová. In the event of a change of vehicle or number plate, this must be reported immediately.
- In the event that more than one vehicle travels to the same location from the same site on the same day and is not at least 50% of capacity, only the cost of public transport will be reimbursed, in accordance with the due diligence of the economic operator.

- Doctoral students cannot use a private vehicle for their travel.

TRAVEL ADVANCE

- If necessary, a request for a travel advance must also be filled in the online form. The employee will indicate the **date they plan to collect the advance and the amount of the advance they wish to collect.**
- The accountant at the FACULTY OF LAWcash desk will provide the employee with a chargeable advance **for travel, accommodation, incidental expenses and meals, or for pocket money** (see below), both in Czech crowns (e.g. for a return train ticket, which is in CZK) and in currencies, if the employee indicates this fact in the TO.
- **The employee shall indicate the request for advance payment well in advance, at least 5 working days in advance. It is a condition for the advance to be paid that the TO has been approved by his/her supervisor, the administrator and the principal, otherwise the advance cannot be paid.**
- Currency advance and advance in CZK is paid by Bc. Eva Grulichová (FACULTY OF LAWcash desk, kl. 7533).

CAPS

- The employer may provide employees with a pocket allowance up to a maximum of 40% of the daily meal allowance (see B3-17/2-MPK Travel Allowances for more details).
- The staff member is obliged to check with the head of the department or project sponsor from which the travel is financed whether the pocket money can be provided.
- If the working trip is implemented from the funds of IP - Internationalization, relevant information about the possibility of drawing pocket money will be provided by the Vice-Dean for International Affairs upon written request.

Procedure AFTER the end of the business trip:

After returning from a business trip, the employee must do the following as soon as possible.

- **Return the insurance card after your business trip** abroad.
- In the e-form, list and scan the **documents of paid accommodation, fare, public transport, boarding pass, etc.** The original documents must be glued or stapled on A4 paper. The receipts should be legible (stamp, signature, amount and currency), sorted (by type of expense and currency) and with a description (paid in cash or invoice, what will be charged).
- If the employee has paid for some expenses (in crowns or currencies) with his/her credit card, it is necessary to **provide a statement of the employee's account for each card**

payment. When filling in the amount to be documented, it is necessary to enter the whole number in the electronical travel order to two decimal places corresponding to the statement.

- Write a trip **report** (who, when, where, purpose, contribution, etc., date, signature).
- Alternatively, **return the unused amount of the advance in currencies after agreement with the accountant.**
- It is necessary to **indicate whether meals** (e.g. bed and breakfast, half board, dinner, etc.) **were provided during the trip. Receipts for purchased meals are not to be submitted.**
- After entering all expenses and other details in the "en route" tab, you must **print the TO form.**

All original documents, printed TO and signed trip report must be physically handed over to the cashier (Bc. Eva Grulichová, cl. 7533)!!

All of this within 10 working days after returning from the foreign business trip.

Furthermore, please note the following.

- In the event of a missed trip, the deposit must be refunded in the currency in which it was paid.
- **Foreign trips made at the end of November and in December must be settled by 15 December if possible!!**
- The daily meal allowance is reduced for each meal provided during the trip (see B3-17/2-MPK Travel Allowances for more information).
- If the employee does not submit the original receipts, the expense cannot be claimed.
- Within 10 working days of the date of submission of all written documents by the staff member, the travel allowance accounts shall be audited. If the liquidator does not approve the TO, the employee is always informed of the reason for the disapproval in the form of an Email. Only after subsequent approval by both the liquidator, the administrator and the principal is the TO ready for payment and the employee is informed by email.

Information for teachers going on an ERASMUS plus teaching placement:

An employee going on a study stay within the ERASMUS PLUS stay follows the same procedure as for a "normal" trip abroad, filling in the classic e-form TO.

Before the trip, however, it is necessary to deliver to the FACULTY OF LAW ticket office together with the TO a copy of the participation agreement, which will be signed by you and by Ms Mgr. Yvona Vyhnánková from the Office of Foreign Relations of RUP (cl. 1041). It is not possible to use a private vehicle for the trip, only after agreement with Ms Vyhnánková, can you be reimbursed for the trip by car on the basis of a receipt from the Czech Railways for the amount of the train fare, or on the basis of the normal price of a return ticket.

Pocket money is not allowed for Erasmus K131+, only for Erasmus K171 with the prior agreement with the coordinator of this activity at RUP.

After the end of the teacher mobility under this programme, the staff member follows the same procedure as for a "normal" trip abroad. However, in addition to the other documents from the trip, the following must be added to the TO statement.

1. A copy of the "Certificate of Completion of Training".
2. The "classic" final report for employers.
3. A copy of the Financial Agreement (if not handed in before the trip).
4. All expenses as for the classic TO abroad, i.e. the same procedure in the e-form, documentation of all original expenses in the TO (fare, boarding pass, bank statements, etc.) and submit for checking to the liquidator who also makes the reimbursement to the TO.