



FOREIGN AND DOMESTIC TRAVEL OF EMPLOYEES AND STUDENTS OF THE FACULTY OF LAW, UP

List of abbreviations and contacts

TO – valid electronic form for travel orders for foreign or domestic business trips

EO – Finance Department (Marcela Mazuráková, ext. 7530)

Eva Grulichová (liquidator, accountant at the Faculty of Law cash desk, ext. 7533) – provides information to employees

Kristýna Ondráčková (ext. 7513) – provides information to students

List of the most frequently used SPP numbers

KTP	Department of Legal Theory and Legal History	117100011	11
SPK	Department of Private Law and Civil Procedure	117100012	11
KPT	Department of Criminal Law	117100013	11
MEP	Department of International and European Law	117100015	11
KJA	Department of Languages	117100016	11
KPO	Department of Political Science and Social Sciences	117100017	11
VPK	Department of Administrative Law and Financial Law	117100018	11
KUP	Department of Constitutional Law	117100019	11
CPV	Department of Clinical Legal Education and Professional Skills Development	11710001B	11
ERASMUS		15710012	11

PROCEDURE BEFORE THE START OF THE JOURNEY

Employee travel order

- Before each foreign and domestic business trip, the employee is required to fill in the TO with all the necessary details, either **electronically** on the portal after logging in and clicking on the travel orders tile, or directly on the [ecp.upol.cz](https://www.upol.cz) website.
- **Employees must complete the TO well in advance of their trip, with “well in advance” meaning at least two full working days before the date on which the trip is to commence.** Otherwise, employees run the risk that their planned trip will not be approved in time and they will therefore be unable to travel.
- Employees are required to fill in the tab before the trip and **any interruptions to the trip**, if planned. **If this day is a working day, they must also apply for leave.**
- The employee shall also list all **transit countries and border crossings** in the TO.
- If the employee commences a foreign business trip at their place of residence rather than at their place of employment, they are required to inform their superior of this, while ensuring maximum economy with financial resources.
- Before starting a business trip abroad, it is possible to pick up an insurance card for abroad at the cash desk (this is usually done together with picking up any advance payment). For more information, visit <https://www.upol.cz/zamestnanci/prakticke-rady/zahranicni-mobility/cestovni-pojisteni/>
- **Any changes to** a business trip, such as illness or cancellation, **must be reported** to the working hours records office as soon as possible (to the department secretaries in the departments, to the dean's secretary in the dean's office) and the trip must be cancelled immediately.
- **A fellow traveller** can be entered at the beginning of the TO, in which case they do not need to fill in their own TO, and approval will be automatic.
- If, after approval of the TO, you need **to change the date of departure/arrival, means of transport or source of funding, you can do so by clicking on the "request for change" icon.** The travel order will then go through the approval process again.

Student travel order

- The student travel order is usually completed by Kristýna Ondráčková or another employee of the Faculty of Education, Palacký University (hereinafter referred to as the employee).
- **The student is obliged to inform the employee of their intention to undertake a foreign or domestic business trip at least one week before the intended date of departure.** Otherwise, the student runs the risk that their planned trip will not be approved in time and they will therefore not be able to travel.
- As soon as the student knows the details of the intended trip, they shall send them to the employee by email in sufficient time, and the employee shall create a TO based on this information, whereby sufficient time means **at least 4 full working days before the date on which the trip is to commence.**

Required information for a trip abroad:

- place and purpose of the trip
- date, time and place of departure
- date, time and place of border crossing(s) (outward journey)
- date, time and place of border crossing(s) (return journey)
- date, time and place of end of trip

- interruption of the journey, if planned (exact date and time of commencement and end of the interruption)
- means of transport
- estimated cost of travel
- estimated cost of accommodation
- meals that will be provided (e.g. breakfast at the hotel, lunch at the conference, etc.)
- completed, signed and scanned contract for foreign travel

Required information for domestic travel:

- place and purpose of travel
 - date, time and place of commencement of the trip
 - date, time and place of the end of the trip
 - interruption of the trip, if planned (exact date and time of the start and end of the interruption)
 - means of transport
 - estimated cost of travel
 - estimated cost of accommodation
 - meals that will be provided (e.g. breakfast at the hotel, lunch at the conference, etc.)
 - completed, signed and scanned contract for domestic travel
- Before starting a foreign business trip, it is possible to pick up an insurance card for travel abroad at the cash desk (this is usually done together with picking up any advance payment). For more information, visit <https://www.upol.cz/zamestnanci/prakticke-rady/zahranicni-mobility/cestovni-pojisteni/>
 - **It is necessary to report any changes to a business trip**, such as illness or a cancelled trip, to the employee as soon as possible and to cancel the trip immediately.
 - If, after approval of the TO, you need **to change the date of departure/arrival, means of transport or source of funding, you can do so by clicking on the "request change" icon**. The travel order will then go through the approval process again.

Conferences, conference fees, books, photocopying, library admission fees

- If you are attending a conference, **the conference programme** is a mandatory attachment to the TO.
- **Visas are not included in the TO**. They can be paid for in advance through the finance department or reimbursed on the basis of an expense receipt.
- **Books and photocopying are also not included in the TO**. They can also be reimbursed on the basis of an expense receipt at the cash desk.
- **Students use EO to purchase these items; otherwise, they can have these expenses reimbursed on the basis of a separate contract with UP.**

Tickets, air tickets, accommodation

- When purchasing tickets, air tickets and accommodation, we proceed with due diligence.
- **Each employee purchases their own ticket in their name; cancellation insurance is required at the time of purchase.**
- You can request **an advance** payment for travel expenses when filling out the TO (the purchase can only be made after the electronic TO has been approved by all approvers).
- First class train travel is not permitted.
- **Accommodation** should be at the usual price; accommodation in a *** hotel is recommended

from faculty funds; only in exceptional cases, after approval by the secretary in justified cases, can a **** hotel be provided. The reason may be the occupancy of lower category hotels or the lower price of a **** hotel than available *** hotels.

- An exception is the reimbursement of travel and accommodation expenses from funds other than those for the main activity (grants, projects, etc.), where each employee going on a business trip should familiarise themselves with the conditions for reimbursement of travel expenses with the main investigator, who should be aware of the conditions set by the grant provider (e.g. sometimes a fixed amount is set as the ceiling, sometimes a hotel class).
- **The accommodation receipt must be made out to the address** of the **organisation** sending you on the business trip, i.e. PF UP 17. listopadu 8, Olomouc.
- **Travel and accommodation can be paid in advance by invoice via EO** based on a request for an order (each person arranges this themselves, it is necessary to agree in advance with EO!). **Travel and accommodation purchased in this way is not entered into the electronic form and is not subsequently reimbursed under TO!**

Travel by private vehicle

- Vehicles that are not covered by accident insurance cannot be used for business trips.
- **When using a private vehicle, the employee is required to complete a training course for company vehicle drivers before the trip, which is valid for 2 years.** This information can be found in the portal – My Profile – Employee Details). Driver training takes place at UP several times a year, and upon completion, the training is automatically recorded in the system by the OHS department. Only in very exceptional cases do we accept company vehicle driver training at a driving school, which the employee must pay for themselves.
- **If you are going on a business trip by car for the first time, you must bring a copy of the vehicle registration certificate and a copy of the accident insurance policy to the cashier's office, for which you must submit proof of payment from-to every year.** The data is entered into the system by the claims adjuster. **In the event of a change of vehicle or licence plate, this must be reported immediately.**
- If several vehicles from the same workplace are travelling to the same place on the same day and are not at least 50% full, only the cost of public transport will be reimbursed in accordance with the principle of due diligence .
- **Students may not use private vehicles for their journey.**

Advance payment for travel

- If necessary, a request for an advance payment for travel expenses must also be entered in the TO electronic form. The employee shall indicate **the date on which they plan to collect the advance payment and the amount of the advance payment** they wish to collect.
- The accountant at the PF cash desk will pay the employee an accountable advance for travel, accommodation, incidental expenses and meals, or pocket money (see below), both **in Czech korunas** (e.g. for a return train ticket, which is in CZK) and **in foreign currencies**, if the employee states this in the TO.
- **The advance payment can also be sent to a bank account that has been reported in advance to the personnel department. CZK or EUR can be sent to the bank account. In the case of CZK, the advance payment is sent to a Czech account, and in the case of EUR, the advance payment is sent to a multi-currency, foreign currency, foreign exchange, etc. account. In such a case, the refund of the unused advance payment is also possible to the account. The field for the euro bank account checks the format - the account must be filled in IBAN format.**

- **The employee submits the advance payment request well in advance, at least 5 working days in advance.** The condition for the payment of the advance is to have the TO approved by your superior, administrator and authoriser, otherwise it is not possible to pay the advance.
- An advance payment may be requested retrospectively after prior consultation with the liquidator via a **"request for change"**. The travel order will then go through the approval process again.

Pocket money

- The employer may provide employees with pocket money up to a maximum of 40% of the daily meal allowance (for more information, see the current version of the UP Travel Expenses standard).
- The employee is obliged to check with the head of the workplace or the project guarantor from which the trip is financed whether pocket money can be provided.
- If the business trip is financed from IP – internationalisation funds, relevant information on the possibility of drawing pocket money will be provided upon written request by the Vice-Dean for International Affairs.

PROCEDURE AFTER THE END OF THE TRIP

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

- **Return the international insurance card.**
- **Enter and scan documents proving payment for accommodation, travel, public transport, boarding passes, etc. into the electronic TO. The documents should be legible (stamp, signature, amount and currency stated), sorted into analogue and digital (according to the type of expense and currency) and with a description (paid in cash or by invoice, what will be charged).**
- **If an employee paid for certain expenses in foreign currency using their payment card, these must be accounted for in the foreign currency, regardless of whether the expense was paid from their account in Czech korunas. When filling in the documented amount, it is necessary to enter the whole number without rounding.**
- Enter a report from the business trip (who, when, where, purpose, benefit, etc.) into the electronic form.
- **If necessary, return the unused portion of the advance in foreign currency after consultation with the accountant (the amount will be displayed automatically in the electronic TO at).**
- **It is necessary to state whether meals were provided during the trip abroad (e.g. accommodation with breakfast, half board, lunch at a conference, dinner, etc.). Receipts for purchased meals are not required!**
- After entering all expenses and other details in the "During the trip" tab, the TO must be sent to the liquidator.

All analogue documents must then be physically handed over to the liquidator (Bc. Eva Grulichová, ext. 7533) at the cash desk!

All this must be done no later than **10 working days after returning from a business trip abroad.**

Furthermore, please note the following.

- In the event of a cancelled trip, the advance payment must be returned in the currency in which it was provided.
- **Foreign trips taken at the end of November and in December must be settled by 15 December, if possible!**
- **If the employee does not submit the analogue documents, the expense cannot be recognised.**
- Within 10 working days of the submission of all written documents by the employee, the travel expense report will be checked. **If the TO liquidator does not approve it, the employee is always informed of the reason for the disapproval by email, and the reason is specified therein. Only after subsequent approval by the liquidator, administrator and authoriser is the TO ready for payment, and the employee is informed by email and the statement is sent to the employee's or student's bank account.**

INFORMATION FOR EMPLOYEES TRAVELLING ABROAD UNDER THE ERASMUS+ PROGRAMME

Employees travelling abroad under the ERASMUS+ programme should proceed in the same way as for a "normal" trip abroad and fill in the standard electronic TO form.

Please select "Erasmus" as the subsidy title.

Select SPP 15710012 source 11 as the financial source, which is the source for the Erasmus PF programme.

As part of the TO approval process, it is necessary to attach a scan **of the participation agreement** to the electronic TO, **which will be drawn up for you by Mr Salih Hiadžiabdič** from the RUP Foreign Relations Office (Vodární 6, ext. 1240). This allows the approver to see the maximum amount of the contribution – support from the Erasmus programme.

Private vehicles cannot be used for travel! Only after agreement with Mr **Hiadžiabdič** can travel by car be reimbursed on the basis of an official document from the carrier transporting on the specified route, or on the basis of the normal price of a return ticket. This agreement must be documented in writing as an attachment to the TO. It is primarily recommended to use "green" forms of transport.

Pocket money is not permitted for KA131, only for K171 after prior agreement with the coordinator of this activity at RUP.

After the end of employee mobility under this programme, the employee proceeds in the same way as for a "normal" trip abroad. **However, in addition to other travel documents, a copy of the "Confirmation of Completion of Stay" must be submitted for TO settlement, and the original must be submitted to Mr Hiadžiabdič at RUP.** At the same time, **a copy of the participation agreement must be submitted to the liquidator** (if it was not uploaded before TO approval) together with all analogue documents.