

FOREIGN AND DOMESTIC TRAVEL OF STAFF AND STUDENTS OF THE FACULTY OF LAW

List of abbreviations and contacts

CP - a valid electronic travel order form for a foreign or domestic business trip

EO - economic department (Marcela Mazuráková, cl. 7530)

Eva Grulichová (liquidator, accountant at the PF cash desk, cl. 7533) - provides information to employees

Kristýna Ondráčková (cl. 7513) - gives information to students

List of the most used SPP numbers

KTP	Department of Theory of Law 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
BUY	Department of Constitutional Law	117100019	11
CPV	Department of Clinical Legal Education and Professional Skills Development	11710001B	11
ERASMUS+		15710012	11

THE PROCEDURE BEFORE STARTING THE JOURNEY

Employee travel order

- Before each foreign and domestic business trip, the employee is obliged to fill in the CP with all the details, only **electronically** on the portal after logging in and clicking on the travel orders tile or directly on the ecp.upol.cz website.
- **The staff member shall complete the CP well in advance of the trip, whereby well in advance means at least 3 full working days before the day on which the trip is to commence.** Failure to do so puts the employee at risk of not having the planned trip approved in time and therefore not being able to travel.
- The employee is required to fill in the pre-trip tab as well as the **interruption of the trip**, if planned. **If the day is a working day, he/she must apply for leave at the same time.**
- The employee shall also list all **transit countries and border crossings** in the CP.
- 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 ticket office before you start your foreign business trip (this is usually done together with the collection of any deposit). 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 missed trip, **to** the registrar of working hours as soon as possible (departmental secretaries at the departments, the dean's secretary at the dean's office) and cancel the trip immediately.

- You can enter a **travel companion** at the beginning of the CP and they don't need to fill in their own CP, the approval is automatic.
- If you need to **change your departure/arrival date, means of transport or source of funding** after CP approval, **you can do so by clicking on the "change request" icon**. The travel order will then go through the approval process again.

Student Travel Order

- The student CP is usually filled in by Kristýna Ondráčková or another employee of PF UP (hereinafter referred to as the employee).
- **The student is obliged to inform the employee of the intention to undertake a foreign or domestic business trip at least one week before the intended departure date**. Failure to do so puts the student at risk of not having the planned trip approved in time and therefore not being able to travel.
- Once the student knows the details of the intended trip, he/she will email them to a member of staff in good time and the staff member will base the CP on these details, good time being a **minimum of 4 full working days before the day on which the trip is due to start**.

Required information for foreign travel:

- the place and purpose of the journey
- date, time and place of departure
- date, time and place of border crossing(s) (journey there)
- date, time and place of border crossing(s) (return journey)
- the date, time and place of the end of the journey
- interruption of the journey, if planned (exact date and time of start and end of the interruption)
- means of transport
- estimated fare
- estimated price of accommodation
- meals to be provided (e.g. breakfast at the hotel, lunch at the conference, etc.)
- a completed, signed and scanned foreign travel contract

Required information for domestic travel:

- the place and purpose of the journey
 - date, time and place of departure
 - the date, time and place of the end of the journey
 - interruption of the journey, if planned (exact date and time of start and end of the interruption)
 - means of transport
 - estimated fare
 - estimated price of accommodation
 - meals to be provided (e.g. breakfast at the hotel, lunch at the conference, etc.)
 - a completed, signed and scanned domestic travel contract
- You can pick up your foreign insurance card at the ticket office before you start your foreign business trip (this is usually done together with the collection of any deposit). 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 missed work **must be reported to** the employee as soon as possible and the trip cancelled immediately.
 - If you need to **change your departure/arrival date, means of transport or source of funding** after CP approval, **you can do so by clicking on the "change request" icon**. The travel order will then go through the approval process again.

Conferences, conference fee, books, photocopying, library fees

- If you are going to a conference, then the **conference programme** is a mandatory attachment to the CP.
- **Visa is not included in the CP.** It can be paid in advance through the Economics Department or it can be reimbursed on the basis of an expense voucher.
- Also, **books and photocopies are not part of the CP.** They can also be reimbursed on the basis of a receipt at the cash desk.
- **Students will use the EO to purchase these expenses, otherwise they may only be reimbursed for these expenses under a separate contract with UP.**

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 can request a travel **advance** to pay for travel expenses when completing the CP (purchase can only be made 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.
- An exception is the reimbursement of travel and accommodation from funds other than the main activity (grants, projects, etc.), where each employee going on a business trip should get acquainted with the conditions of CP reimbursement from the principal investigator, who should know the conditions from the grant provider (e.g. sometimes there is a fixed ceiling, sometimes the hotel class).
- **The proof of accommodation must be sent to the address of the organization** that sends you on the business trip, i.e. to the address of PF UP 17. listopadu 8, Olomouc
- **Fares and accommodation can be paid in advance by invoice via the EO** on the basis of a request for a purchase order (each person is responsible for their own travel arrangements, it is necessary to arrange in advance at the EO!). **Fares and accommodation purchased in this way are not entered on the electronic form and are not subsequently reimbursed by the CP!**

Journey 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 required to undergo training as a driver of official vehicles prior to the trip, which is valid for 2 years.** The data can be found in the portal - My profile - Employee detail). Driver training is carried out at UP several times a year, if completed, the training is automatically recorded in the system by the OSH department. Only very rarely do we accept training of drivers of official vehicles in a driving school, but the employee pays for it himself.
- **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 from and to each year.** The data is entered into the system by the claims officer. **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 they are not at least 50% of capacity, they will be reimbursed in accordance with the due diligence of the operator

cost only the amount of public transport.

- **Students cannot use a private vehicle for their travel.**

Advance payment for the trip

- If necessary, a request for an advance on travel expenses must also be completed on the electronic CP form. The employee shall indicate the **date he/she plans to collect the advance and the amount of the advance he/she** wishes to collect.
- The accountant at the PF cash desk will pay the employee a chargeable advance for travel, accommodation, incidental expenses and meals, or 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 CP.
- **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 CP has been approved by his/her supervisor, the administrator and the principal, otherwise the advance cannot be paid.
- Additionally, an advance payment may be requested in consultation with the liquidator through **"change requests"**. The travel order will then go through the approval process again.

Pocket Money

- The employer may provide employees with a pocket allowance up to a maximum of 40% of the daily meal allowance (see the UP standard on travel allowances as amended).
- 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 granted.
- If the working trip is realized 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.

THE PROCEDURE AFTER THE TRIP

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

- **Return the insurance card abroad.**
- **In the electronic CP write out and scan the documents of paid accommodation, fare, public transport, boarding pass, etc. Receipts should be legible (stamp, signature, amount and currency), sorted into analogue and digital (by type of expense and currency) and with a description (paid in cash or invoice, what will be charged).**
- **If the employee paid for some expenses in foreign currency with his/her credit card, they must be billed in the foreign currency, regardless of the fact that the employee paid the expense from his/her account in CZK. When completing the amount to be documented, the whole number must be entered without rounding.**
- Enter the **report of the business trip** (who, when, where, purpose, contribution, etc.) in the electronic form.
- **Alternatively, he/she returned the unused amount of the advance in currencies (the amount will be displayed automatically in the electronic CP) after agreement with the accountant.**
- **It is necessary to indicate whether meals were provided during the trip (e.g. accommodation with breakfast, half board, conference lunch, dinner, etc.). Receipts for purchased meals are not submitted!**
- After entering all expenses etc. in the "on the way" tab, the CP must be sent to the liquidator.

All analogue documents must be physically handed over to the liquidator (Bc. Eva Grulichová, cl. 7533)!!

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

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!!**
- **If the employee does not submit the analogue documents, the expense cannot be recognised.**
- 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 CP, the employee is always informed of the reason for non-approval by email and the reason is specified in the email. Only after subsequent approval by both the liquidator, the administrator and the principal is the CP ready for payment** and the staff member is informed by email and the bill sent to the staff member's or student's bank account.

INFORMATION FOR STAFF GOING ON ERASMUS+ MOBILITY

An employee going on an ERASMUS+ placement follows the same procedure as for a "normal" trip abroad, filling in the classic CP e-form. **He/she will indicate the financial source as SPP 15710012/11.**

As part of the approval of the CP, you must attach to the electronic CP a scan of the **Participation Agreement, which will be drawn up with you by Mgr. MgA Tereza Bernátková** from the Office of Foreign Relations of RUP (Vodární 6, kl. 1220). The approver can see the maximum amount of the Erasmus grant.

It is not possible to use a private vehicle for the trip! Only after agreement with Mrs. Bernátková, it is possible to reimburse the car trip 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 CP. The use of 'green' forms of transport is recommended in the first instance.

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

After the end of the mobility under this scheme, the employee follows the same procedure as for a "normal" trip abroad. **However, in addition to other documents from the trip, a copy of the "Confirmation of Completion of Stay" must be attached** to the CP statement **and the original must be submitted to Ms Bernátková** at RUP.