

METHODOLOGY FOR SUBMITTING ELECTRONIC TRAVEL REQUEST FORMS

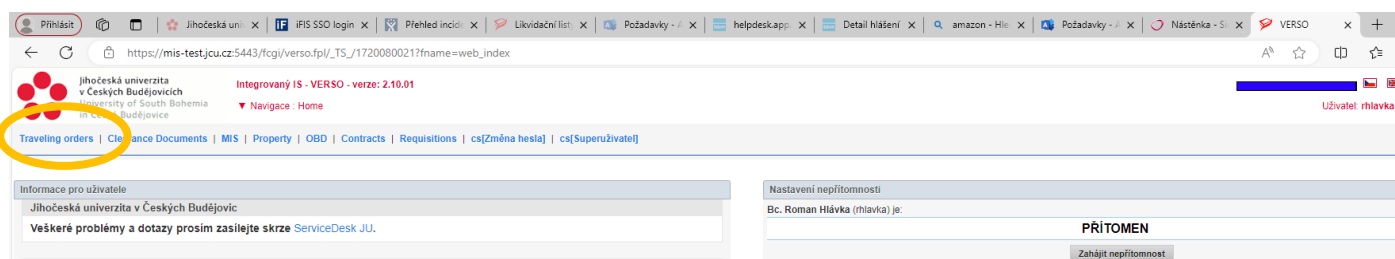
**Pursuant to Act No 262/2006, the Labour Code, as amended by later regulations
= PART SEVEN – REIMBURSEMENT OF EXPENSES IN CONNECTION WITH THE PERFORMANCE
OF WORK**

**USB BURSAR'S ORDINANCE ON THE PROCESS OF PROVIDING TRAVEL REIMBURSEMENT No
K61 dated 31.12.2012, AS AMENDED**

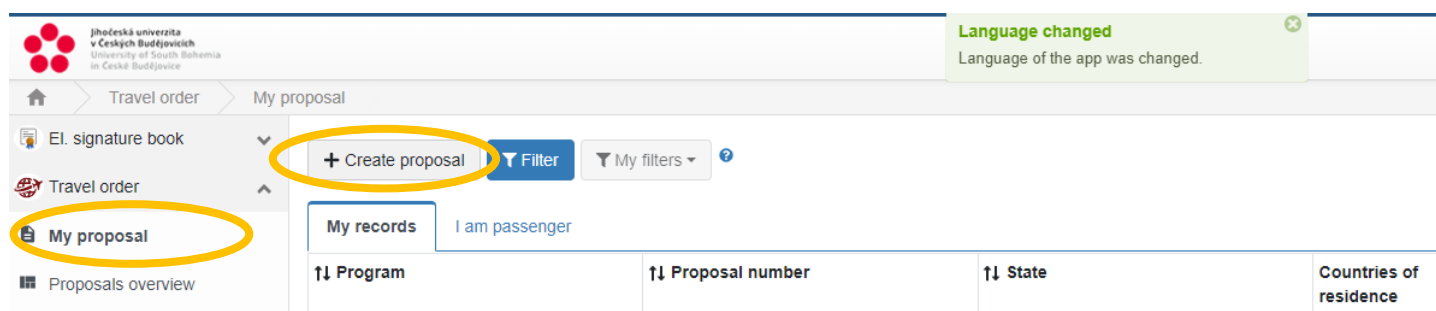
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 - 2.1. Business trip travel request form
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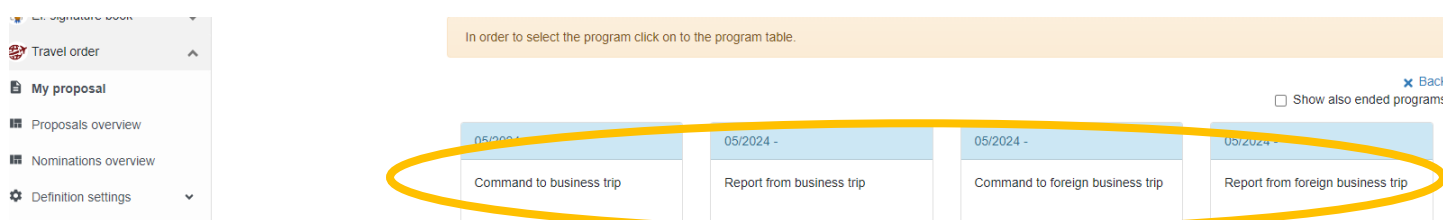
1. Access to TRF



Electronic travel request forms are submitted in the **VERSO** application. Click on the link **Travel Request Forms** in the top left.



Click on the **My Travel Request Forms** link on the left and the link **+ New request/report** at the top of the screen.



Select the type of travel request form:

- 1. Before the business trip**
 - Domestic travel request form
 - Foreign travel request form.
- 2. After the business trip**
 - Domestic travel report
 - Foreign travel report

2. Travel request forms for business trips

Both types of electronic travel request forms – domestic and foreign – are filled in similarly. The foreign eTRF features expanded options in financial reimbursements, namely the option of foreign allowance. The colour-coded fields are to be filled in.


Each employee sent on a business trip completes his/her own travel request form. If someone else is completing the electronic travel request form on behalf of the employee, it can be done by a pre-approved proxy. In this case, the employee holding such authorisation will log on to the required type of the travel request form and changes the record owner in the header at the top left of the eTRF to the person for whom he/she is completing the eTRF.




Applicant



  

By clicking on the menu, the dialpad opens, where the represented person is selected.

User ✕


 

Username	<input type="text"/>	Personal number	<input type="text"/>
First name	<input type="text"/>	Surname	<input type="text"/>
Email	<input type="text"/>	Component	<input type="text" value="Not selected"/> 
		Active 	<input type="text" value="Yes"/> 

 Clear  Filter

	↑↓ Username	↑↓ Full name	↑↓ Email
 Select	kobernova	KOBERNOVÁ Ivana	kobernova@frov.jcu.cz
 Select	rossmh	ROSSMÜLLER Hynek	rossmh@jcu.cz
 Select	zalda	ŽALOUDEK David	zalda@pf.jcu.cz
 Select	mkabelac	KABELÁČ Martin	mkabelac@pf.jcu.cz
 Select	jwiererova	WIEREROVÁ Jana	jwiererova@zsf.jcu.cz
 Select	vkubak	KUBÁK Václav	vkubak@jcu.cz
 Select	msindelarova	ŠINDELÁŘOVÁ Michaela	msindelarova@zsf.jcu.cz
 Select	jjankov	JANKOVSKÝ Jiří	jjankov@pf.jcu.cz
 Select	pavac	VACIKAR Pavel	pavac@pf.jcu.cz
 Select	bla	BLAŽEK Josef	bla@pf.jcu.cz

2,122 records found.

« < 1 2 3 ... > » 

 Exit

For example, enter the surname, confirm Enter or click Filter. After selecting the person, click on the Select box

The initial screen is divided into 4 parts:

- Passenger data = the unit and the supervisor are generated automatically. Only the place of residence is to be filled in.
- Travel information = the start and the end of the business trip, the purpose of the trip
- Place of stay = the start and the end of the business trip, the place or places of stay or stopover. The basic data is generated from the travel information.
- Other = travel companions and notes.

2.1. Business trip travel request form

Domestic travel request form

Program
Command to business trip

Applicant
HLAVKA Roman, Bc. (hlavka)

Record number

Create proposal
 Proposal closed

Personal information

Department *
Ekonomický odbor

Head of department *
VEGERKOVA Zdeňka, Bc.

Place of residence *

Travel information

Departure time and place
Country (departure)
Czechia

Start address on trip *

Arrival place and time
Country (arrival)
Czechia

End address trip *

Date stay from *

Date stay till *

Stay(days) *

Purpose of stay *
Not selected

Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance
Czechia	<input type="text"/>	<input type="text"/>	<input type="text"/>	Breakfast Lunch Dinner

Passengers

Note

Foreign travel request form

Program
Command to foreign business trip

Applicant
HLAVKA Roman, Bc. (hlavka)

Record number

Create proposal
 Proposal closed

Personal information

Department *
Ekonomický odbor

Head of department *
VEGERKOVA Zdeňka, Bc.

Place of residence *

Travel information

Departure time and place
Country (departure)
Czechia

Start address on trip *

Arrival place and time
Country (arrival)
Czechia

End address trip *

Date stay from *

Date stay till *

Stay(days) *

Purpose of stay *
Not selected

Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Breakfast Lunch Dinner

Passengers

Note

Passenger details – the place of residence is to be filled in. Units and supervisors are automatically generated.

Information about the trip

- the departure and arrival address are to be filled in = must be written out, there is no menu of options
- the departure and arrival date and time = click on the appropriate field to open the calendar and time menu
- first select and click on the correct date, then set the estimated time = hours and minutes

Date stay till *

⚠

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today

Meal allowance

Breakfast

Lunch

Dinner

- purpose of the trip = select the relevant purpose of the stay by ticking the checkbox and click on Confirm.

Purpose of stay ✕

🔍

<input type="checkbox"/>	Code	Name	Rank
<input type="checkbox"/>	TEST		1
<input type="checkbox"/>	WORK_ON_PROJECT	Work on project	2
<input type="checkbox"/>	RESEARCH	Research	3
<input type="checkbox"/>	STUDY	Study	4
<input type="checkbox"/>	INTERSHIP	Internship	5
<input type="checkbox"/>	OTHER	Other	6

8 records found. ⚙️

✕ Exit ✓ OK

Place of stay (itinerary) – *discussed in detail below*

- Domestic TRF = the place of stay is to be filled in, the time information is copied from the travel information section
- Foreign TRF = the place of stay is to be filled in, time information is to be entered for the entire stay abroad

✕ Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance
🇦🇹 Austria	✕ Videň	2024-08-08 7:00	2024-08-13 18:00	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Breakfast</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Lunch</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Dinner</div> </div>

Other information – information about travel companions is to be filled in, or other information not included in the purpose of the trip, for example, or the APW and ACJ contracts are to be included in the note.

Once all the basic information has been filled in, click on the blue arrow in the bottom-right corner to create the business trip request:



Place of stay – itinerary

Domestic travel request form

Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance	
Czechia	Praha	2024-07-02 6:00	2024-07-04 17:00	Breakfast Lunch Dinner	Hide all
2024-07-02		6:00		Breakfast Lunch Dinner	
2024-07-03		entire day		Breakfast Lunch Dinner	
2024-07-04			17:00	Breakfast Lunch Dinner	

To complete the itinerary in greater detail, click on expand all in the top-right corner of the itinerary. The link will automatically change to collapse all.

In this section, we specify by clicking the type of food provided to us during the business trip.

If the business trip is made to multiple locations, click on add location and time of stay in the top-left corner. At the bottom, a field to enter additional information about the stay will appear.

Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance	
Czechia	Praha	2024-07-02 6:00	2024-07-04 8:00	Breakfast Lunch Dinner	Hide all
2024-07-02		6:00		Breakfast Lunch Dinner	
2024-07-03		entire day		Breakfast Lunch Dinner	
2024-07-04			8:00	Breakfast Lunch Dinner	
Czechia	Pardubice	2024-07-04 8:00	2024-07-04 23:00	Breakfast Lunch Dinner	
2024-07-04		8:00	23:00	Breakfast Lunch Dinner	

Save changes by clicking on the blue save changes box in the bottom-right corner



To update your itinerary, click on Collapse All in the top-right corner of the Place of stay section and then on Expand All. This will update the itinerary and adjust the time sequence.

Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance	
Czechia	Praha	2024-07-02 6:00	2024-07-04 8:00	Breakfast Lunch Dinner	+ Interruption
		2024-07-02	6:00	Breakfast Lunch Dinner	
		2024-07-03	entire day	Breakfast Lunch Dinner	
		2024-07-04	8:00	Breakfast Lunch Dinner	
Czechia	Pardubice	2024-07-04 8:00	2024-07-04 23:00	Breakfast Lunch Dinner	+ Interruption
		2024-07-04	8:00	23:00	Breakfast Lunch Dinner

Interruption

You can enter one or more interruptions of the business trip in the itinerary.

Click on the Interruption checkbox on the right

+ Add place and time of stay

Country	Place	From	Till	Meal allowance	
Czechia	Praha	2024-06-14 4:00	2024-06-17 14:00	Breakfast Lunch Dinner	+ Interruption
Reason for interruption					
	Dovolená	2024-06-14 20:00	2024-06-16 0:00		
		2024-06-14	4:00	20:00	Breakfast Lunch Dinner
		2024-06-14	Dovolená	20:00	
		2024-06-15	Dovolená	entire day	
		2024-06-16	entire day	Breakfast Lunch Dinner	
		2024-06-17	14:00	Breakfast Lunch Dinner	

The reason for the interruption and the date and time of the start and end of the interruption are to be filled in the marked field.

Then click on the Save Changes box in the bottom-right corner. The changes will be reflected in the itinerary.

Foreign travel request form

Entering the itinerary of a foreign travel request form is similar to that of a domestic travel request form. The additional information to be entered is the country where the business trip will take place.

Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance	
Austria	Viedeň	2024-06-14 6:00	2024-06-18 10:00	Breakfast Lunch Dinner	+ Interruption

After entering the basic information, the request for a business trip must be entered by clicking on the blue arrow in the bottom-right corner.



After expanding the itinerary, the necessary information is added:

Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance
Austria	Videň	2024-06-14 6:00	2024-06-18 10:00	Breakfast Lunch Dinner
Reason for interruption		From	To	
Dovolená		2024-06-16 0:00	2024-06-18 0:00	
2024-06-14		6:00		Breakfast Lunch Dinner
2024-06-15		entire day		Breakfast Lunch Dinner

Adding the food provided

Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance
Austria	Videň	2024-06-14 6:00	2024-06-18 10:00	Breakfast Lunch Dinner
Reason for interruption		From	To	
Dovolená		2024-06-16 0:00	2024-06-18 0:00	
2024-06-14		6:00		Breakfast Lunch Dinner
2024-06-15		entire day		Breakfast Lunch Dinner
2024-06-16	Dovolená	entire day		
2024-06-17	Dovolená	entire day		
2024-06-18			10:00	Breakfast Lunch Dinner
Germany	Pasov	2024-06-18 10:00	2024-06-19 10:00	Breakfast Lunch Dinner
2024-06-18		10:00		Breakfast Lunch Dinner
2024-06-19			10:00	Breakfast Lunch Dinner

Adding other countries of stay

Place and time of stay

+ Add place and time of stay

Country	Place	From	Till	Meal allowance
Austria	Videň	2024-06-14 6:00	2024-06-18 10:00	Breakfast Lunch Dinner
Reason for interruption		From	To	
Dovolená		2024-06-16 0:00	2024-06-18 0:00	
2024-06-14		6:00		Breakfast Lunch Dinner
2024-06-15		entire day		Breakfast Lunch Dinner
2024-06-16	Dovolená	entire day		
2024-06-17	Dovolená	entire day		
2024-06-18			10:00	Breakfast Lunch Dinner

Adding an interruption

Attachments

Allowed file extensions: jpeg, png, pdf, xlsx, docx, doc, jpg

⬇️ Drag a file or click here.

📄 Name	📄 Attachment type	📄 Description	📄 Uploaded	📄 Actions
Příkaz na zahraniční cestu - výpočet nákladů.xlsx	Calculation travel order		2024-06-18 13:00	Edit

At the bottom of the travel request form is a field for adding attachments.

Click on the Drag and Drop link, or select by clicking here. This will open the file manager where you select the file you need and save it here.

Save the changes again

Breakdown of requested funds

Domestic travel request form

Report from business trip **Cost of stay** Other information

[Accesses](#) [Workflow history](#)

Mandatory fields are marked * If you use your own vehicle, please insert a copy of the technical certificate.

Means of transport * Private car <input type="checkbox"/> <input type="checkbox"/>	Type of vehicle Osobní	License plate 123456	Fuel type Natural 95
Fuel consumption 7.3	Mileage 483	Fuel price 37.8	Order number z iFIS 2401200031

Financial items

[+ Add Add travel expenses](#) [+ Add Accommodation - sub-item](#) [+ Add Incidental expenses - sub-item](#) [Cost calculation](#)

Item	Amount	Info
Travel expenses		Note: ✕
Replacement for the use of a vehicle	2,704.80	Note: ✕
Replacement for fuel	1,328.25	Note: ✕
Meal allowance	1,251.00	Note: ✕
Accommodation		Note: ✕
Incidental expenses		Note: ✕
Total cost	5,284.05	Note: ✕
Total	5,285.00	Note: ✕
For return / additional payment	5,285.00	Note: ✕ Payment method: ✓
Paing of the advance		Note: ✕

[Submit report](#) [Forward passenger to check](#)

[Open multiple-cell editor](#)

Financial sources for whole during of stay

[+ Add](#)

Financial source	Analytical account	Price (CZK)	Approvers
CS: 010106 Action: 01-106 provoz EKO Action typ: 101 CI: 102010	5121 - Cestovné zaměstnanci-tuzemsko	5,285	

1 record found.

[Submit report](#) [Forward passenger to check](#)



Foreign travel request form

Mandatory fields are marked * If you use your own vehicle, please insert a copy of the technical certificate.

Percent of pocket money * 30	Means of transport Plane ✕ Private car ✕ +	Type of vehicle Osobní	SPZ 1234567
Fuel type Natural 95	Fuel consumption 6.7	Mileage 426	Fuel price (CZK) 41.2
Order number z iFIS 2401200028			

Financial items

- + Add Add travel expenses + Add Accommodation - sub-item + Add Incidental expenses - sub-item + Add Paing of the advance - sub-item **Cost calculation**

Item	Amount	Currency	Info
Travel expenses	15,000.00	CZK	Note: ✓
Replacement for the use of a vehicle	2,385.60	CZK	Note: ✕
Replacement for fuel	1,175.76	CZK	Note: ✕
Meal allowance EUR	263.33	EUR	Note: ✕
Meal allowance CZK	306.00	CZK	Note: ✕
Pocket money EUR	78.99	EUR	Note: ✕
Accommodation	770.00	EUR	Note: ✕
Incidental expenses			Note: ✕
Total cost	46,680.91	CZK	Note: ✕
Total	46,681.00	CZK	Note: ✕
For return / additional payment	46,681.00	CZK	Note: ✕ Payment method: ✓ Account number: ✓
Paing of the advance			Note: ✕

Exchange rate overview from CNB

2024-05-07 25.005 EUR 1

Financial sources for whole during of stay

+ Add

Financial source	Analytical account	Price (CZK)	Approvers
CS: 010102 Action: PPSR24-25 08/REK-Internacionalizace JU Action typ: 112 CI: 102011	5122 - Cestovné zaměstnanci-zahraníčí	11,681	
CS: 010102 Action: 171-23-OS Action typ: 601 CI: 102020	5122 - Cestovné zaměstnanci-zahraníčí	35,000	

2 records found.

The breakdown of requested funds tab is the same as in the previous version of electronic travel request forms. The foreign eTRF has an additional item for Percentage of Allowance, and the currency must be selected for some items.

On the Schedule of Requested Funds sheet, the means of transportation is to be filled in at the top.

Proposal detail

Program
Report from foreign business trip

Applicant
HLÁVKA Roman, Bc. (řhlavka)

Report from business trip **Cost of stay**

Mandatory fields are marked * if

Percent of pocket money *
30

Fuel type
Natural 95

Means of transport

<input type="checkbox"/>	Code	Name	Rank
<input type="checkbox"/>	O	Local train	1
<input type="checkbox"/>	R	Express	2
<input type="checkbox"/>	A	Bus	3
<input type="checkbox"/>	L	Plane	4
<input checked="" type="checkbox"/>	AUS	Company car	5
<input type="checkbox"/>	AUSM	Company manager car	6
<input type="checkbox"/>	AUSR	Company pool car	7
<input type="checkbox"/>	AUSRI	Company car with driver	8
<input type="checkbox"/>	AUVVD	Private car in public transport price	9
<input type="checkbox"/>	AUV	Private car	10

1 record selected. 25 records found.

« < 1 2 3 > » ⚙

✕ Exit ✓ OK

Clicking on the + sign next to the Means of transport field will open the means of transport menu, which offers 23 modes of transport. To select a means of transport, click the checkbox on the left side of the menu and then click Confirm in the bottom-right corner.

If the employee uses his/her own car on a business trip, he/she must fill in the details of the type of vehicle (car or lorry), the number plate, the fuel type (diesel, petrol, gas or electricity) and the kilometres driven in order to calculate the reimbursement for using his/her own vehicle. The average consumption of the vehicle as indicated in the vehicle registration certificate shall be entered in the Vehicle consumption as indicated in the vehicle registration certificate. The consumption figure for combined operation shall be entered. If the average consumption is given without indicating which consumption is for combined operation, the arithmetic average of the indicated consumption shall be calculated. The price of fuel shall be indicated according to the attached receipt if the fuel was purchased before or during the business trip.

Typ vozidla ?	SPZ ?	Nápověda Sazba dle vyhlášky je 41,20 Kč pro benzín 95, 45,20 Kč pro benzín 98, 34,40 Kč pro diesel a 8,20 Kč/KWh pro elektřinu. V případě tankování a doložení daňovým dokladem prosíme o přepsání na reálnou cenu v případě použití vlastního vozidla.
osobní	1c1 2222	
Předpokládané km ?	Cena pohonných hmot ?	
100		

If the applicant does not have receipts for the fuel purchased, the price of the fuel is given in the attachment by clicking on the question mark next to the Fuel price field. These prices are indicative as they are updated regularly. The price for the use of one's own means of transport is automatically added to the itemised summary of expenditures.

Financial items

Item	Amount	Currency	Info
Travel expenses			
↳ Doprava tuzemská	500.00	CZK	Note: ✕
↳ Doprava zahraničí	150.00	EUR	Note: ✕
Replacement for the use of a vehicle	3,544.80	CZK	Note: ✕

When the employee's own vehicle is used for a foreign business trip, where the vehicle is used both domestically and abroad, the domestic and foreign fuel reimbursements are calculated separately. In this case, the calculation is done manually and scanned into the eTRF attachments. In this case, the reimbursements for fuel are entered on the line Transport costs, where this item is expanded and filled in separately for domestic and foreign.

When using your own vehicle at the public transport price, the means of transport for determining the fare, the type of vehicle, the licence plate number of the vehicle and the type of fuel are to be filled in. The cost of using your own vehicle is not automatically calculated in this case, but the amount for the designated public transport that is approved as a substitute for using your own vehicle is entered in the itemised expenditure report in the Transport Costs field.

Financial items

+ Add Add travel expenses + Add Accommodation - sub-item + Add Incidental expenses - sub-item + Add Paing of the advance - sub-item **Cost calculation**

Item	Amount	Currency	Info
Travel expenses			
↳ Doprava tuzemská		500.00 CZK	Note: ✕
↳ Doprava zahraničí		150.00 EUR	Note: ✕
Replacement for the use of a vehicle		3,544.80 CZK	Note: ✕
Replacement for fuel		2,006.61 CZK	Note: ✕
Meal allowance EUR		78.50 EUR	Note: ✕
Pocket money EUR		51.99 EUR	Note: ✕
Accommodation		400.00 EUR	Note: ✕
Incidental expenses			Note: ✕
Total cost		23,022.83 CZK	Note: ✕
Total		23,023.00 CZK	Note: ✕
For return / additional payment		23,023.00 CZK	Note: ✕ Payment method: ✓ Account number: ✓
Paing of the advance			Note: ✕

[Open multiple-cell editing](#)

Cost calculation was calculated 2024-07-04 14:12.

Exchange rate overview from CNB

2024-05-09 24.940 EUR 1

Financial sources for whole during of stay

+ Add

Financial source	Analytical account	Price (CZK)	Approvers
CS: 010106 Action: 01-106 provoz EKO Action typ: 101 CI: 102031	5122 - Cestovně zaměstnanci-zahraníčí	9,083	
CS: 010105 Action: 01-105 provoz sekr. kvest. Action typ: 101 CI: 102010	5122 - Cestovně zaměstnanci-zahraníčí	10,000	

Only those financial items that the employee knows or can estimate are to be filled in and those that are calculated automatically are to be left out.

+ Add Add travel
Financial item
9 of 13 < > ✕

Item

Incidental expenses

Amount

55.00

Currency

Euro (EUR)

Note

Fee

Max: 250 Chars: 3

changed ✕ Exit **OK**

If you are adding data that is not automatically calculated but must be added, click on the name of the required item. When the pop-up window opens, the required data is to be filled in and confirmed by clicking on the Confirm box in the bottom-right corner.

Financial items

Item	Amount	Currency	Info
Travel expenses			Note: ✕
Replacement for the use of a vehicle	2,984.80	CZK	Note: ✕
Replacement for fuel	1,193.92	CZK	Note: ✕
Meal allowance EUR	69.00	EUR	Note: ✕
Pocket money EUR	40.50	EUR	Note: ✕
Accommodation			Note: ✕
Incidental expenses			Note: ✕
Total cost	6,887.75	CZK	Note: ✕
Total	6,888.00	CZK	Note: ✕
The requirement for backup	5,000.00	CZK	Note: ✕ Payment method: ✓ Account number: ✓

Financial item 10 of 10 < > ✕

Item
The requirement for backup

Amount
5,000.00

Currency
Czech koruna (CZK) ☰ ✕

Payment method

|On account | ▾
 Not selected
 Cash
On account

Account number ?
153153153/0600 Expand field

✎ changed
✕ Exit
✓ OK

The last line in Financial Items – **Advance Required**. After clicking on the Requested Advance item, a window will open where the requested amount is to be filled in, the method of payment is to be selected and in case of payment to an account, the approved account where the amount will be sent is to be entered. After filling in the details, click on the Confirm box in the bottom-right corner.

After selecting the advance payment, the advance payment information is sent to the cash desk which will send you a confirmation email on when the advance will be paid or sent to your account.

The pre-agreed funding source is to be filled in at the bottom of the sheet.

Financial sources for whole during of stay

Financial source	↑↓ Analytical account	↑↓ Price (CZK)	Approvers
CS: 010106 Action: 01-106 provoz EKO Action typ: 101 CI: 102010	5122 - Cestovné zaměstnanci-zahranicí	6,888	

Financial sources for whole during of stay ✕

Financial source **Price (CZK)**

Analytical account

5122 - Cestovné zaměstnanci-zahr

Description

✓ not changed ✕ Exit

Combinations of dimensions ✕

Cost centre

Action

Action type

Complex item

✕ Clear 🔍 Filter

	↑↓ Cost centre	↑↓ Action	↑↓ Action type	↑↓ Complex item
★ Select	090011 Laboratoř sladkovodních ekosystémů	AUTOPROVOZ	101 Výuka a běžný provoz	102031 102031-HLČ-NHČ/nevěda/vl.zdroje
★ Select	090011 Laboratoř	AUTOPROVOZ	101 Výuka a běžný provoz	902031 902031-DŮČ-

Zdroje financování pro celou dobu pobytu

+ Přidat Aktualizace částky

Finanční zdroj	↑↓ Analytický účet	↑↓ Částka (CZK)	Schvalovatelé
NS: 010106 Akce: 01-106 provoz EKO Typ akce: 101 KP: 102010	5121 - Cestovné zaměstnanci-tuzemsko	9 669	<input type="text"/>

By clicking on the +Add box, a window for entering the sources of funding appears, where a menu opens for each field and the desired source of funding is selected.

The required data is selected in the Dimension Combination window, where the individual parts of the funding source are selected from the menu. Only the data in the Action (contract) field can be selected. This selection automatically refines the other data (cost centre and action type) and offers the selection of a complex item. The selection is confirmed using the Filter field.

The amount is then to be filled in and everything is to be confirmed by the Confirm box.

By clicking again on the +Add box, you can add another funding source.

Unlike domestic travel request forms, foreign travel request forms include an option on the Required Funds Breakdown tab to request the Percentage of Allowance. The provision of the allowance and its amount is governed by the Bursar's Ordinance K 61 (Article 7) and the specifying measures of the individual constituent parts of USB.

Finanční položky

Položka	Částka	Měna	Informace
Náklady na dopravu			Poznámka: ✕
Náhrada za použití vozidla		0,00	Poznámka: ✕
Náhrada za PHIM		0,00	Poznámka: ✕
Stravné EUR	120,00	EUR	Poznámka: ✕
Kapesné EUR	36,04	EUR	Poznámka: ✕
Ubytování			Poznámka: ✕
Vedlejší výdaje	200,00	CZK	Poznámka: ✓
Celkové náklady	3 839,36	CZK	Poznámka: ✕
Celkem (zaokrouhleno)	3 840,00	CZK	Poznámka: ✕
Požadovaná záloha			Poznámka: ✕ Způsob vyplacení: ✕

Náklady cesty byly vypočteny k 20.10.2023 12:24.

Přehled kurzu měn dle ČNB

17.10.2023 24,605 EUR 1

Zdroje financování pro celou dobu pobytu

Finanční zdroj	Analytický účet	Částka (CZK)	Schvalovatelé
NS: 010102 Akce: 01-102 provoz ZO Typ akce: 101 KP: 102010	5122 - Cestovné zaměstnanci-zahraníčí	2 000	
NS: 010102 Akce: 131-21-OS Typ akce: 601 KP: 102020	5122 - Cestovné zaměstnanci-zahraníčí	1 840	

Nalezeny 2 záznamy

[Odevzdat příkaz](#)

It is also possible to enter expenses paid in the territory of the Czech Republic in foreign currency. At the same time, in the lower part, where the source of financing is entered, it is possible to enter multiple sources of financing. In this case, the individual amounts for each source of funding are entered manually.

Business trip advance:

Total cost		6,887.75	CZK	Note: ✕
Total		6,888.00	CZK	Note: ✕
The requirement for backup		5,000.00	CZK	Note: ✕ Payment method: ✓ Account number: ✓

If the employee requests an advance for a business trip, he/she clicks on the Advance Requested link at the bottom of the item list.

Financial item 10 of 10 < > ✕

Item

The requirement for backup

Amount

Currency

Payment method

Cash

Not selected

Cash

On account

[Expand field](#)

changed ✕ Exit

The employee can have the advance paid in foreign currency as well as in CZK at the employee's request. If the employee chooses the method of payment to an account, an account number field will appear where he/she will enter the account he/she has entered for the purposes of USB. Foreign travel request forms allow multiple advances to be paid in different currencies.

Foreign travel request forms allow multiple advances to be paid in different currencies.

Financial items

+ Add Add travel expenses

+ Add Accommodation - sub-item

+ Add Incidental expenses - sub-item

+ Add Sub-item - the requirement for backup

Cost calculation

In the financial item options, click on +Add Item – the required advance. The procedure for requesting an additional advance is the same as the previous advance request step.

Total	0,000.00	CZK	Note: ✕
The requirement for backup			
Záloha na zahraniční výdaje	300.00	EUR	Note: ✕ Payment method: ✓
Podpoložka - požadovaná záloha	5,000.00	CZK	Note: ✕ Payment method: ✓ Account number: ✓

The individual advances are itemised on the travel request form.

When adjustments are made to the amounts in the itemised statement of expenditure and the total cost is changed, an update to the amount in the financial source must be made.

This update is to be made:

- Automatically = in the case of a single funding source, by clicking on the Update Amount box that is above the funding source.
- Manually = click on the Funding Source to open the Funding Source window for the entire stay and update the amount. Manually updating amounts is done when there are multiple sources of funding.

Finally, the employee checks to see if the amount in the line-item summary is the same as the amount for the source of funding. If it is not, the amount for the source of funding is re-entered. If there is more than one source of funding, the sum of the sources must be the total amount of the itemised statement.

After checking that all the necessary information is filled in and is correct, click on the green link at the bottom

Submit order.

(Note: If the Submit Report field does not appear, you must update the report or exit and reload the report.)

Once the approval process has been completed - electronic signature and approval of the business trip by the employee's supervisor, the operation's principal, and the budget administrator, the business trip request is approved, and the business trip can be executed.

The employee is notified of the approval of the business trip via email. A confirmation email is automatically sent to the employee upon approval by the supervisor, and upon approval of the source of funding.

2.2. Business trip report

To access the business trip report, follow the procedure outlined in the introduction to the manual.

The settlement of domestic and foreign electronic travel request forms is similar.

The business trip report form is the same as the business trip request form.

Link with definition: **Command to business trip**

Applicant

HLÁVKA Roman, Bc. (undefined)

Filter

	IF Proposal number	Stay from	Stay till	↑↓ State
<input checked="" type="checkbox"/>	CP/T/24/0042	2024-06-14 4:00	2024-06-19 14:00	Approved, no deposit required
<input type="checkbox"/>	CP/T/24/0050	2024-07-02 6:00	2024-07-04 23:00	In prepared

Select to create link to another record and create an application. It is necessary to select a record from list to create an application.

Exit

Create and link proposal

When you click on the **Domestic or Foreign Business Trip Report** link, a list of the applicant's travel request forms will open. If the employee is authorized to settle business trips for another employee, the applicant's name in the Record Owner window is to be changed. The desired travel request form is then to be checked and the blue **Create and link travel request/report** link is to be clicked on.

When a business trip is settled, the first sheet of the **Trip Report** will be updated with the start and end of the business trip, if applicable, or even the progress of the business trip if a sudden change has occurred. All documents relating to the business trip (e.g. progress report, accommodation invoice, tickets, etc.) are also to be added individually to the attachments on this sheet.

In the **Trip Itinerary** section of the trip, time details may be adjusted on individual lines and whether and what type of meals were provided is ticked. To edit the time information, move the cursor to the relevant entry and click. It is not possible to add the details of an interruption of a business trip as this must be approved before the business trip can take place.

In the Trip Expenses worksheet, financial entries are to be added for accommodation, incidental expenses, and other travel reimbursements, if applicable. Meals are calculated automatically. At the same time, multiple sources of funding are possible at the bottom where the source of funding is entered. The individual amounts for each source of funding are entered manually in this case.

The advance payment, if any, is automatically added to the cost statement.

The employee also specifies the method of payment of travel allowances on this sheet = cash or bank transfer.

The screenshot shows a 'Financial item' form. The 'Item' field contains 'For return / additional payment'. The 'Amount' is 8,472.00 and the 'Currency' is Czech koruna (CZK). The 'Payment method' dropdown is open, showing 'On account' selected. The 'Account number' field is empty and has a red border with a warning icon. The 'Note' field is empty. At the bottom right, there are buttons for 'changed', 'Exit', and 'OK'.

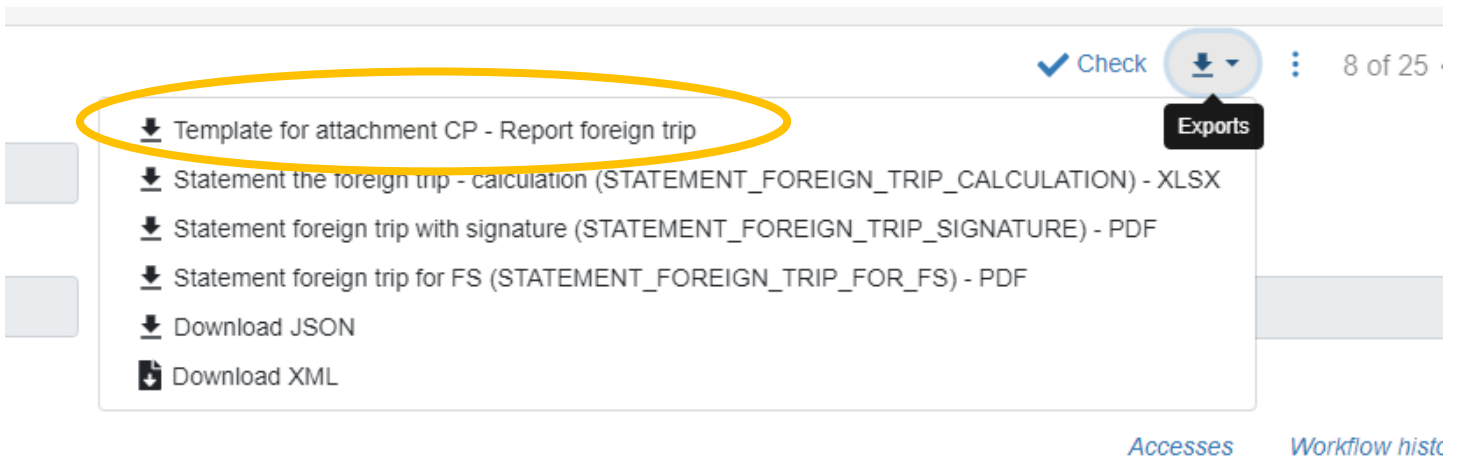
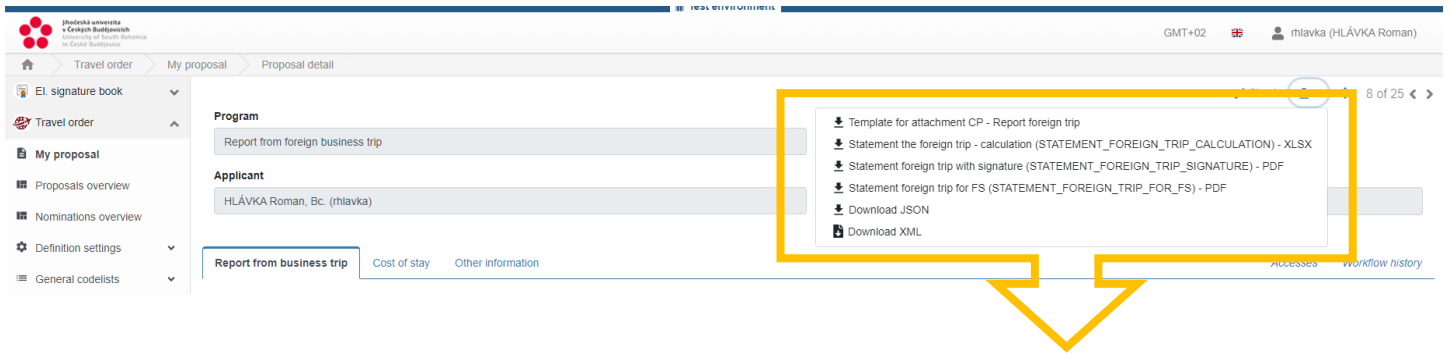
Click on the pre-populated line and the method of payment and account number are added. The clicked location is marked with an ochre arrow. The account number must be the same as the account number to which the employee has instructed USB to send money.

Once all the completed data has been checked, the employee clicks on the green **Submit Report** link at the bottom (after scrolling or scrolling using the mouse wheel), which is always displayed in the bottom left corner and on all eTRF tabs.

3. Documents related to the business trip

If the employee has documents from the business trip that are in paper form (e.g. bus tickets, invoice for accommodation, etc.), and after completing the settlement in the Domestic / Foreign Business Trip Report he/she had to scan them into the attachments of the electronic TRF, these documents are attached to the Attachment Cover Sheet TRF – CV T and sent to the Economic Division of the USB Rectorate.

The link to print the Attachment Cover Sheets is in the top right-hand side of the electronic travel request form.

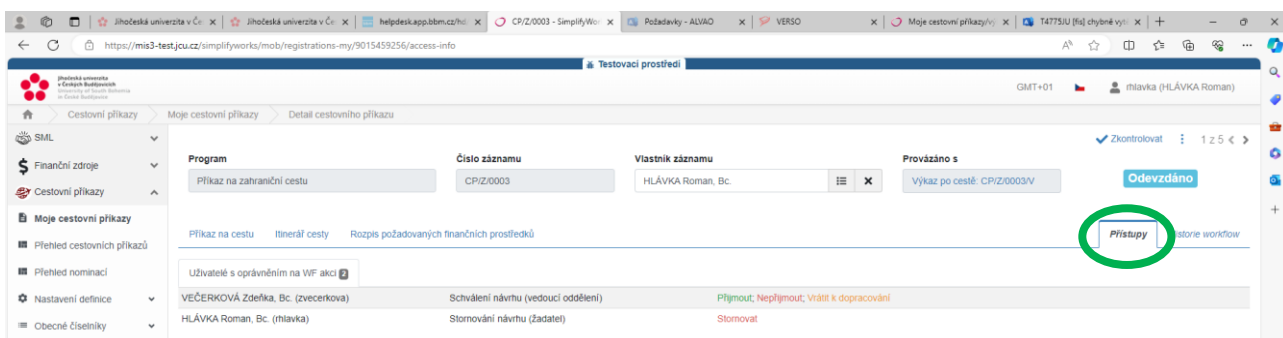


4. Business trip reimbursement

Once the business trip statement has been 'submitted' and subsequently approved by the employee's supervisor, the operation's principal and the budget administrator, and the travel request has been processed and closed by the employee who processes the travel requests, an instruction to the cash desk and an informational email to the employee about the status of the travel request is automatically generated.

5. Other

Any employee who issues a travel request form or a business trip statement has the option of tracking the status of the travel request. This is made possible by the **Access** tab.



The employee can check the approval of the operation's principal and budget administrator in the financial source by clicking on the box on the right.

Zdroje financování pro celou dobu pobytu

Finanční zdroj	1 Analytický účet	1 Částka (CZK)	Schvalovatelé
NS: 010106 Akce: 01-106 provoz EKO Typ akce: 101 KP: 102031	5122 - Cestovné zaměstnanci-zahraníčí		12 047



Approvers
✕

Combinations of dimensions

Amount

010106 \ 101 \ 01-106 provoz EKO \ 102010

5,834.00

Approvers

Financial approver	VEČERKOVÁ Zdeňka (zvecerkova)	Approved	2024-05-30 10:31
Budget administrator	BÍLÁ Eva (bila)	Approved	2024-05-30 10:31

✕ Exit

An employee can only cancel (delete) an electronic travel request form at the stage when the travel request form has not been approved.

Command to trip	CP/T/24/0042	➔	⋮	Approved, no deposit required
Command foreign trip	CP/Z/24/0014	<ul style="list-style-type: none"> Accesses Copy Delete 		Approved, deposit required
Report from trip	CP/T/24/0027/V			In prepared
Command to trip	CP/T/24/0027			Approved, no deposit required

In this section, the employee can copy a travel request form for a recurring business trip and then edit the information regarding the duration of the business trip.

In other cases, the employee must request cancellation via HD at servicedesk@jcu.cz.