# **METHODOLOGY ON ENTERING ELECTRONIC TRAVEL ORDERS**

# PURSUANT TO ACT NO 262/2006, LABOUR CODE, AS AMMENDED, = PART SEVEN – COMPENSATION OF COSTS IN CONNECTION WITH PERFORMANCE OF WORK AND THE USB BURSAR'S ORDINANCE ON THE PROCEDURE WHEN PROVIDING TRAVEL COMPENSATION NO K61 OF 31.12.2012, AS AMMENDED

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# 1. Access to CPs

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Electronic travel orders are entered in the VERSO application. Click on the Traveling Orders link in the top left corner.

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Click on the **My Proposal** link on the left and the link at the top of the screen + **Create proposal**.

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Select the travel order form type - Command to business trip or Command to foreign business trip.

#### 2. Travel orders for a domestic business trip

#### 2.1. Domestic travel order

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First sheet Travel order – the applicant fills in the colour-coded required data and information about the trip = place, date and time of departure and arrival and place of the business trip. The residence address is to be filled in the format of street or part of the municipality + building identification number, and then post code and city name. The Purpose of the trip must be selected and filled in.

If the applicant, by prior approval and arrangement, is completing the CP for another employee, they will change their name at the top of the Record Owner to the name of the person who will be traveling.

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The second sheet Trip Itinerary is not to be filled in. This sheet automatically pre-fills the itinerary from the data filled in the first sheet.

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On the third sheet of the Budget, the means of transportation is filled in at the top. If the employee uses his/her own car on a business trip, he/she shall fill in the type of vehicle, number plate, fuel type, and mileage in order for the compensation for the use of his/her own vehicle to be calculated.

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At the bottom of the sheet, the pre-agreed source of funding is filled in. Only those funding items that the employee knows or can estimate are filled in and leave those that are automatically calculated.

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The last line in Financial Items – The requirement for backup is not used. This feature will be enabled in the course of 2024.

Finally, the employee checks that the amount in the itemised statement is the same as the amount for the source of funding. If it is not, the amount for the funding source is changed. If there is more than one source of funding, the sum of the sources must match 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 Submit form at the bottom.

After the approval process – electronic signature and approval of the business trip by the employee's supervisor, operation originator and budget manager, the business trip request is approved, and the trip can take place.

# 2.2. Domestic trip report

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\$ Financing sources									

Once the business trip has taken place, the business trip is settled by selecting the link **Report from business trip**.

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After clicking on the **Command to business trip** link, a list of the applicant's travel orders will open. If the employee is authorised to make a trip settlement for another employee, he/she will change the applicant's name in the Record Owner box. Then he/she ticks the required travel order and clicks on the blue link Create and link proposal.

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	E-mail *	Phone number *		Place of residence *	Expand field	Note	Expand field
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When the working trip is settled, the first sheet of the **Report from business trip** is to be updated with information on the start and end of the working trip, if applicable, or also with information on the progress of the working 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 annexes on this sheet.

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Nominations overview				~~~~~~		
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In the Trip Itinerary sheet, the individual lines can be adjusted to show the time and whether and what type of meals were provided. To edit the time information, move the cursor to the relevant entry and click. It is possible to add the data in case of interruption of a working trip.

Contracts	Travel itinerary			
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ntravel order	12:40 - 13:00 Start (00:20)	Branišovská 1645/31a	Czechia 🖽	
My proposal	13:00 - 24:00 Stay (11:00)	Poněšice	Czechia	

The modifications are confirmed in the right part.

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The Cost of Stay sheet should be completed with financial items for accommodation, ancillary expenses, and other compensation for travel expenses, if applicable. Meal allowances are calculated automatically. It is also possible to enter multiple sources of funding in the bottom section where the source of funding is entered. The individual amounts for each source of funding are entered manually in this case.

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The allowances paid, if any, are automatically added to the cost statement.

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

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Click on the pre-filled line and add the payment method and account number. If the employee would like to send the amount to multiple accounts, he/she clicks on +New amount (green arrow) to fill in the required information. The amount must be divided up.

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After checking all the completed information, the employee clicks on the green link Submit report at the bottom (after moving the scroll bar or mouse wheel)

# 3. Foreign travel orders

Travel orders for a foreign business trip are filled in similarly to the domestic trip orders.

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Entries					

#### 3.1. Foreign business trip travel order

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Contracts	If you use your own vehicle, please insert a copy of the	echnical certificate.			
\$ Financing sources	Percent of pocket money *	Means of transport	Type of vehicle	SPZ	
Entries	Not selected	Not selected +			
travel order	Fuel type	Order number z iFIS			
My proposal	Not selected				

Unlike domestic travel orders, foreign travel orders have an option on the Financial support tab to request the Percent of Pocket Money. The provision of the pocket allowance and its amount is governed by the Bursar's Measure K 61 (Article 7) and the specifying measures of the individual units of USB.

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Proposals overview		Meal allowance EUR		50.25 EUR	Note: X	
Nominations overview		Pocket money EUR	$\longrightarrow$	31.59 EUR	Note: 🗙	
A Defailing colling		Accommodation	$\rightarrow$	150.00 EUR	Note: 🗙	
<ul> <li>Definition settings</li> </ul>	×	Incidental expenses		20.00 EUR	Note: 🗙	
General codelists	~	Total cost		8,996.52 CZK	Note: 🗙	
■ Mobility codelists     ■	~	Total		8,997.00 CZK	Note: 🗙	
= Travel order codelists	~	For return / additional payment A		8,997.00 CZK	Note: × Payment method: ×	
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		Financial source	†↓ Analytical account	†↓ Price (CZK)	Approvers	
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		CS: 010102 Action: 131-22-STA Action typ: 601 CI: 102020	5122 - Cestovné zaměstnanci-zahraničí		4,187	1
🕊 Collapse sidebar		> Submit report > Exchange record				

It is possible to enter expenses paid in the Czech Republic in CZK 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. The individual amounts for each funding source are entered manually in this case.

Finally, the employee checks that the amount in the itemised statement is the same as the amount for the funding source. If it is not, the amount for the funding source is overwritten. If there is more than one funding source, the sum of the funding sources must match 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 Submit order at the bottom.

# **3.2.** Foreign business trip report

The accounting for a foreign business trip is also similar to that for a domestic business trip.

The only difference is the more detailed **Itinerary stay** where information on crossing borders must be added.

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		0:00 - 24:00 Stay (24:00) Lin:	z	Austria	
		2023-10-20 + Add - CZE / AUT			X Meal allowance: CZ Breakfast Lunch Dinner Foreign Breakfast Lunch Dinner
		0:00 - 18:00 Stay (18:00)	7	Austria	
		18:00 Crossing border Pře	chod hranic	Czechia	
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# 4. Allowances for a business trip

If an employee requests an allowance for a business trip (domestic or foreign), the employee shall submit the request in the current manner in the form of a paper request approved by the appropriate persons.

# 5. Documents related to a 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 billing in the Report from a domestic/foreign business trip had to scan them into the attachments of the electronic CP, these documents are attached to the Basket of attachments CP - CV T and sent to the economic department of the USB Rectorate.

Link to printing the template for attachment CP – Report from trip is located in the top right corner of the CP.

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# 6. Payment of business trip compensation

Once the travel order has been "submitted" and subsequently approved by the employee's supervisor, the operation's authorizing officer and the budget manager, and the travel order has been processed and closed by the employee processing the travel order, an instruction to the cashier and an informational email to the employee about the status of the travel order is automatically generated.

# 7. Other

Any employee who issues a travel order form or a report from a business trip is able to track the travel order form's current location. This is made possible through the **Accesses** tab.

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