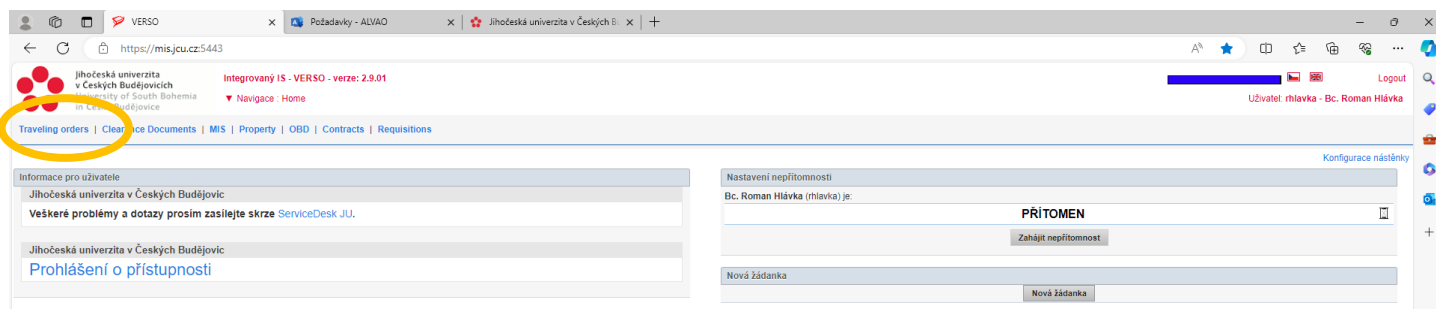# METHODOLOGY ON ENTERING ELECTRONIC TRAVEL ORDERS

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
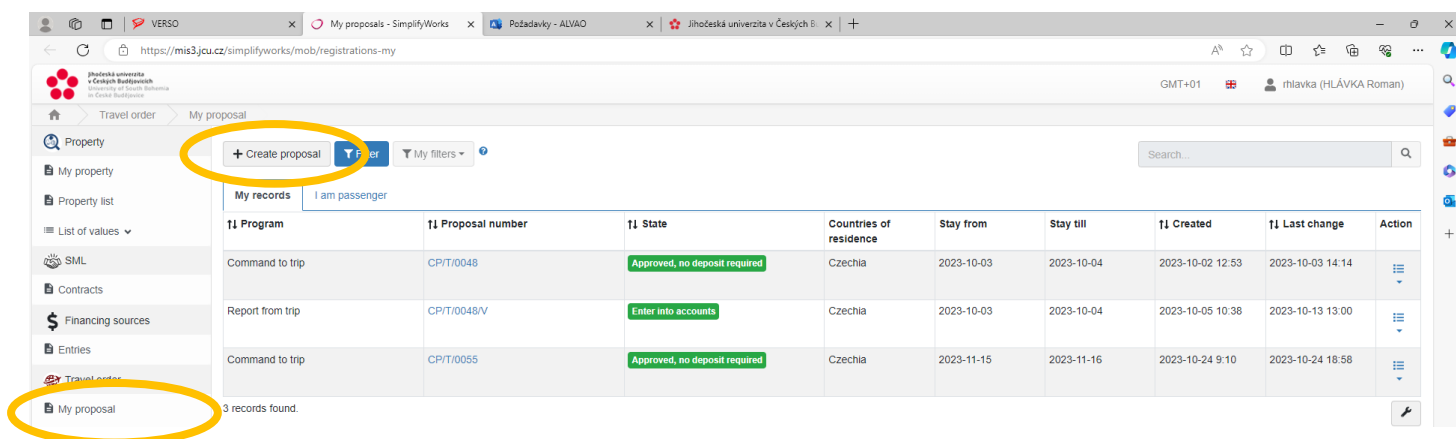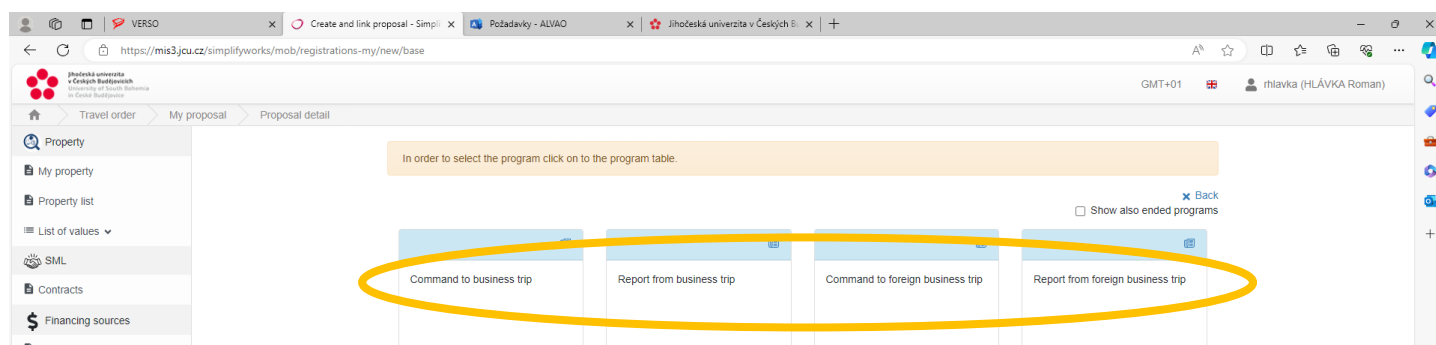
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1. Access to CPs

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

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

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

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.

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.

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.

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.

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

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

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.

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.

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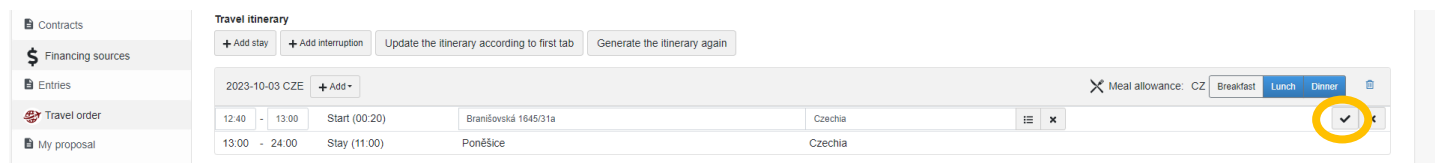
The modifications are confirmed in the right part.
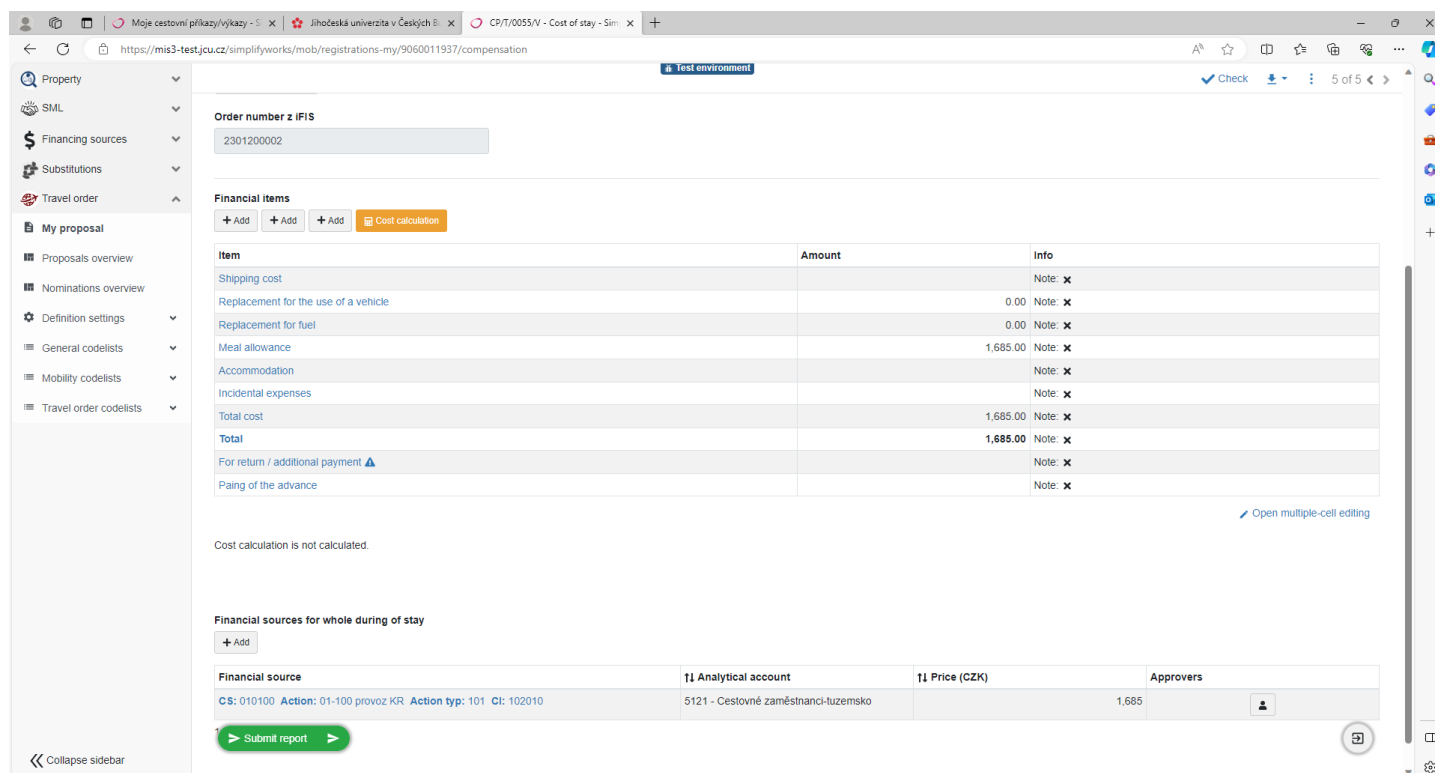
The Cost of Stay sheet should be completed with financial items for accommodation, ancillary expenses, and other compensation for travel expenses, if applicable. Meal allowances are calculated automatically. It is also possible to enter multiple sources of funding in the bottom section where the source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

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.
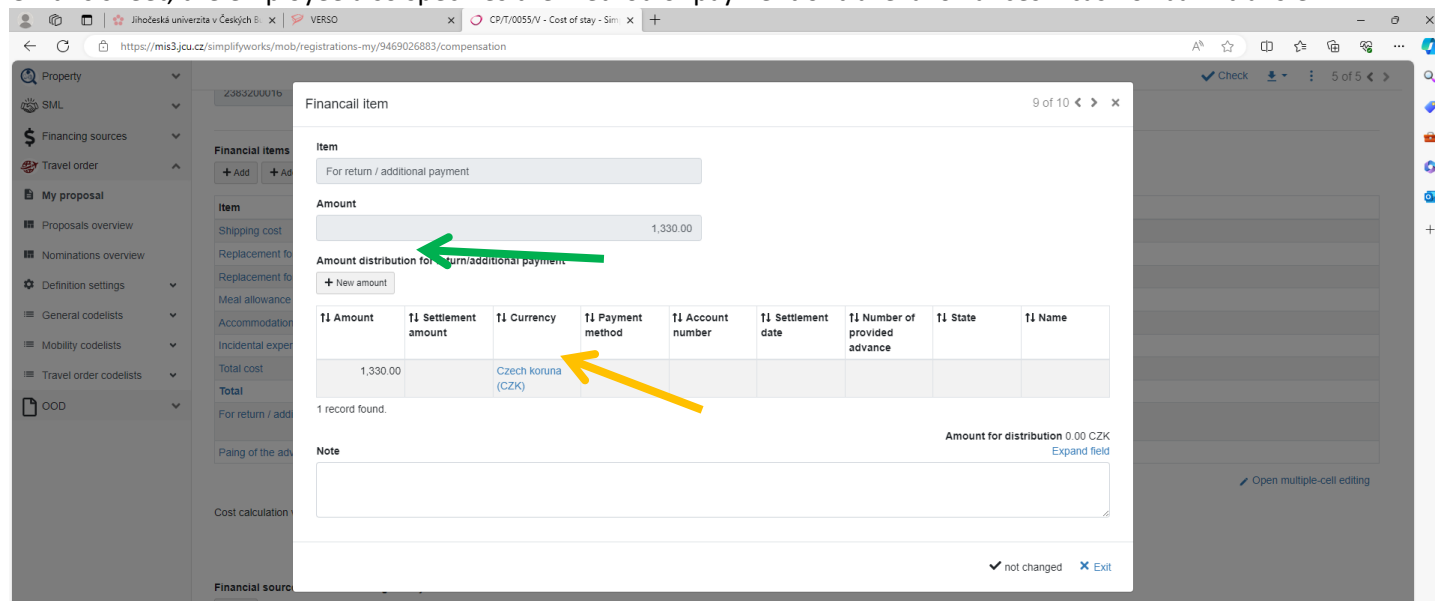
Click on the pre-filled line and add the payment method and account number. If the employee would like to send the amount to multiple accounts, he/she clicks on +New amount (green arrow) to fill in the required information. The amount must be divided up.
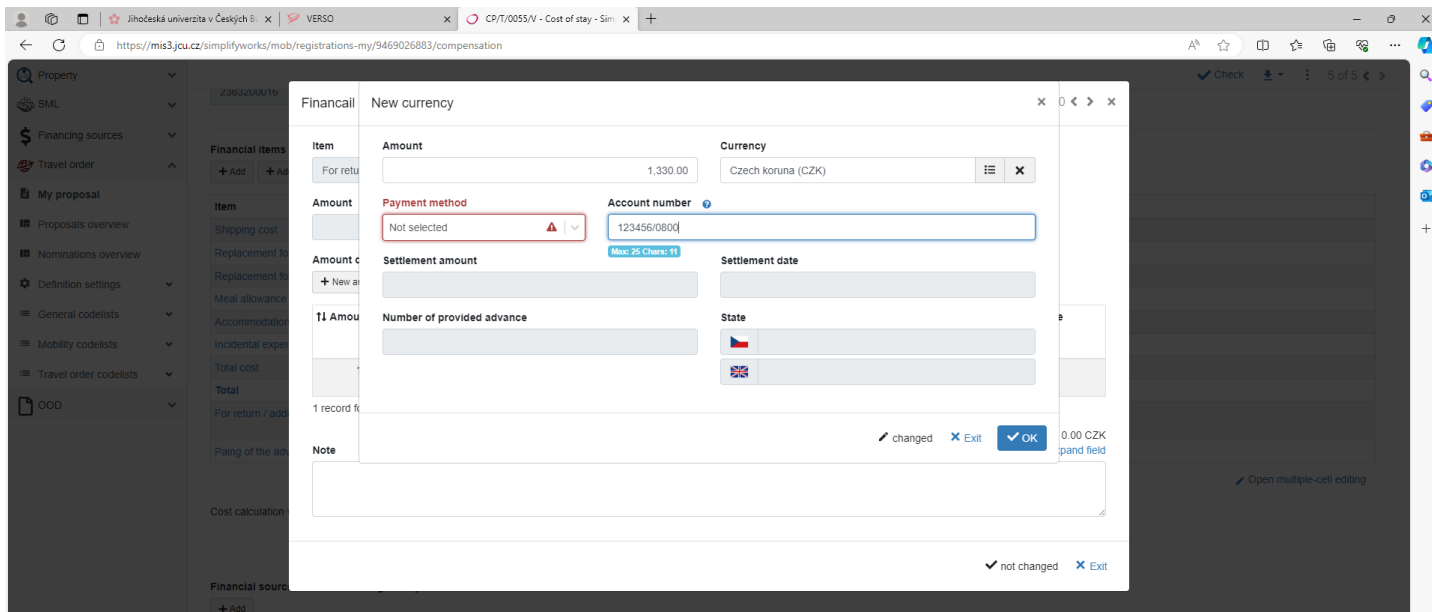
After checking all the completed information, the employee clicks on the green link Submit report at the bottom (after moving the scroll bar or mouse wheel)

3. Foreign travel orders

Travel orders for a foreign business trip are filled in similarly to the domestic trip orders.
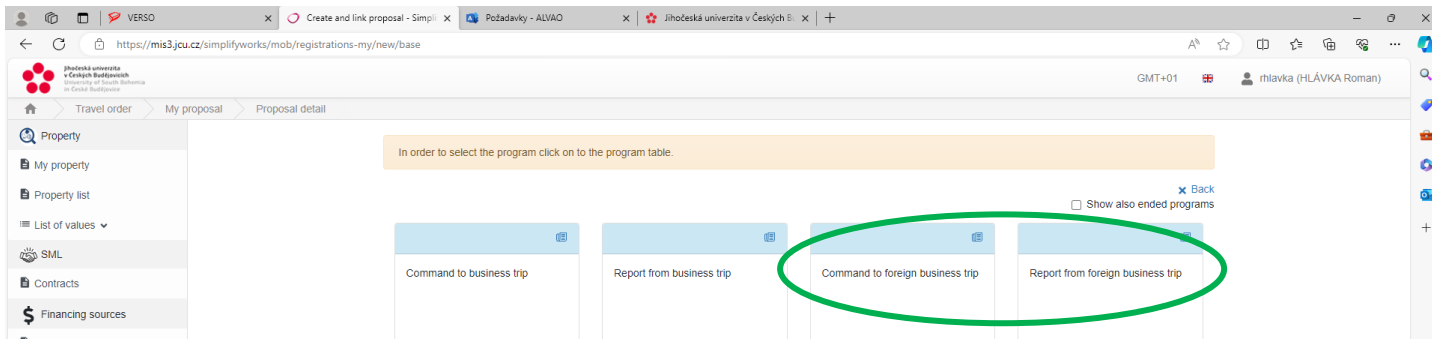
3.1. Foreign business trip travel order

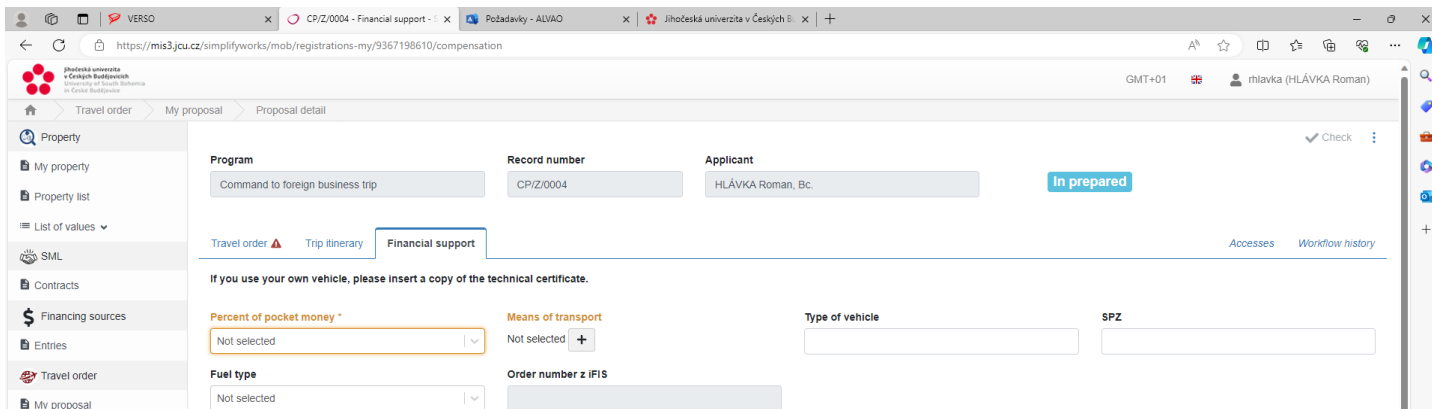Unlike domestic travel orders, foreign travel orders have an option on the Financial support tab to request the Percent of Pocket Money. The provision of the pocket allowance and its amount is governed by the Bursar's Measure K 61 (Article 7) and the specifying measures of the individual units of USB.

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.

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.
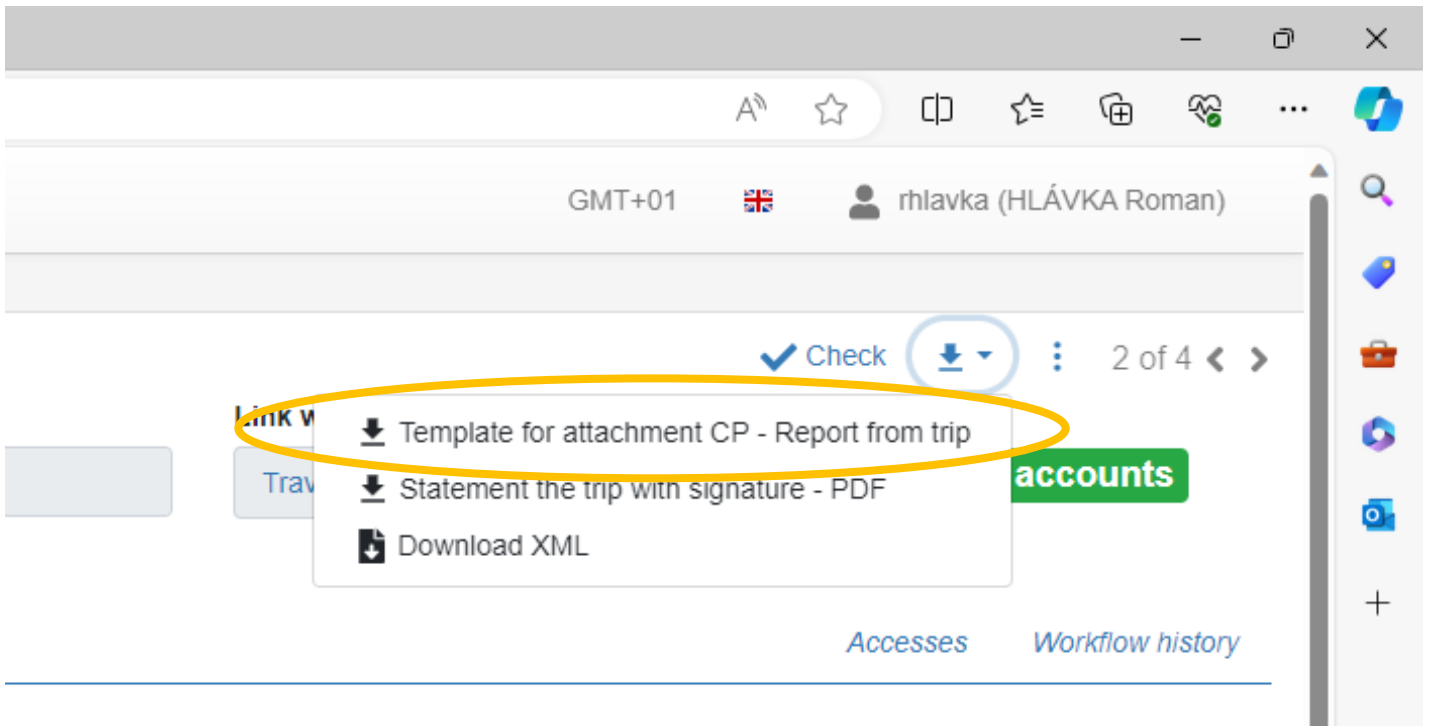
6. Payment of business trip compensation

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.