

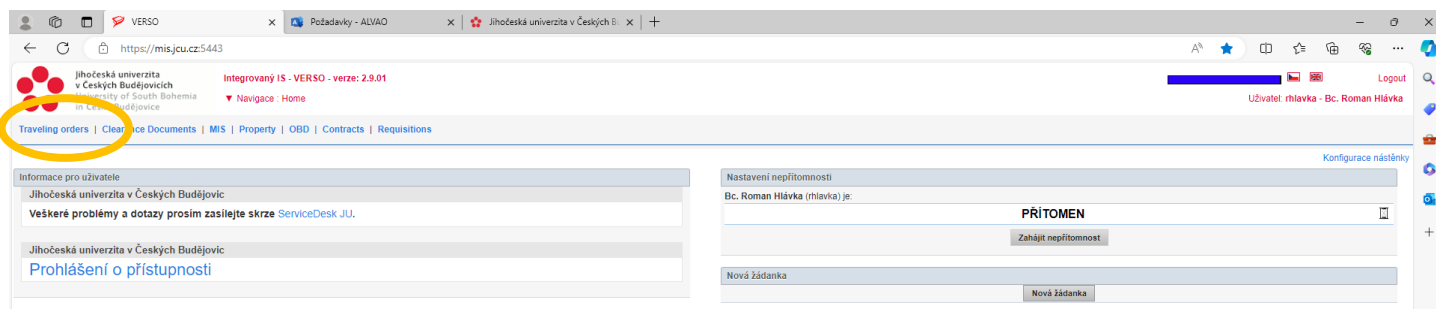
## **METHODOLOGY ON ENTERING ELECTRONIC TRAVEL ORDERS**

### **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**

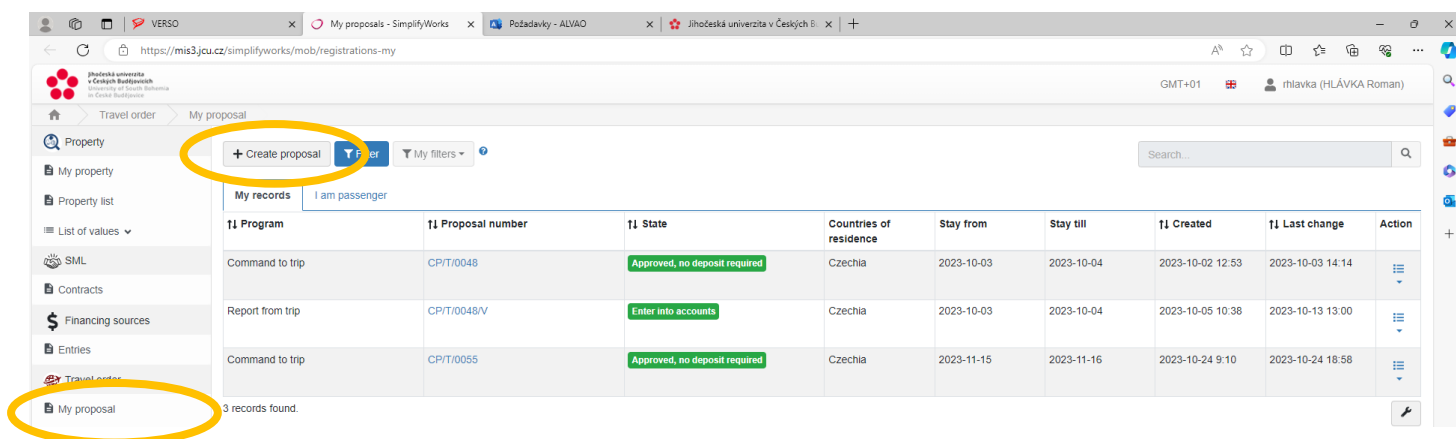
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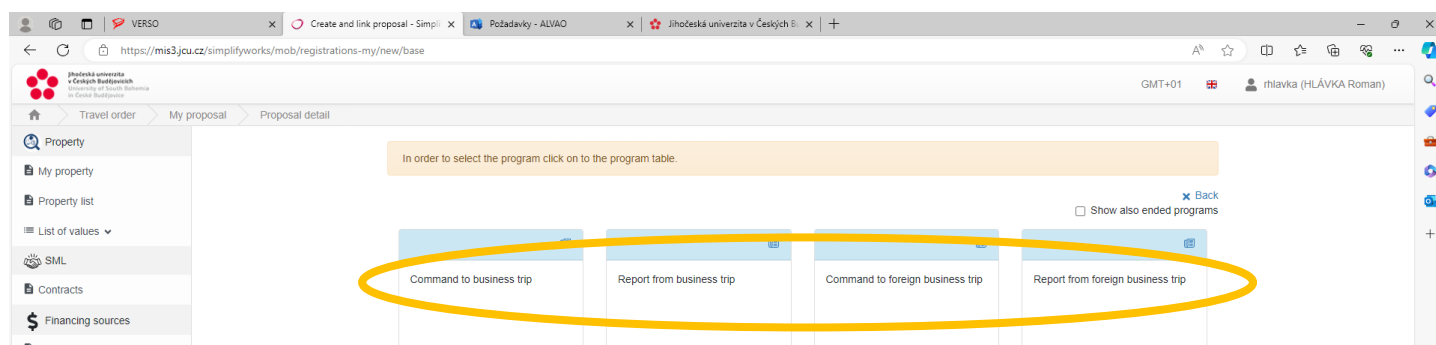
# 1. Access to CPs



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

The screenshot shows the 'Travel order' form in the VERSO system. The form is titled 'Travel order' and is currently in the 'In prepared' state. It contains several sections:

- Program:** Command to business trip
- Record number:** CP/T/0077
- Applicant:** HLÁVKA Roman, Bc.
- Personal information:**
  - Department:** Ekonomický odbor
  - Head of department:** VEČERKOVÁ Zdeňka, Bc.
  - E-mail:** rhlavka@jcu.cz
  - Phone number:** 389032077
- Travel information:**
  - Country:** Czechia
  - Purpose of stay:** Not selected
  - Start address on trip:** (Mandatory for workflow)
  - Date stay from:** (Mandatory for workflow)
  - End address trip:** (Mandatory for workflow)
  - Date stay till:** (Mandatory for workflow)
  - Place of stay:** (Mandatory for workflow)
  - Stay(days):**
  - Note:** (Expand field)

A 'Submit command' button is visible at the bottom left.

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 screenshot shows the 'Trip itinerary' form in the VERSO system. The form is titled 'Trip itinerary' and is currently in the 'In prepared' state. It contains a 'Travel itinerary' section with buttons for '+ Add stay', '+ Add interruption', 'Update the itinerary according to first tab', and 'Generate the itinerary again'. A note below the buttons reads: 'For generating itinerary fill fields on first tab and save form.'

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.

Language changed  
Language of the app was changed.

GMT+01 | rhlavka (HLÁVKA Roman)

Property | SML | Financing sources | Substitutions | Travel order

My proposal | Proposals overview | Nominations overview | Definition settings | General codelists | Mobility codelists | Travel order codelists

Program: Command to business trip | Record number: CP/7/0061 | Applicant: HLÁVKA Roman, Bc. | In prepared

Travel order | Trip Itinerary | Budget | Accesses | Workflow history

If you use your own vehicle, please insert a copy of the technical certificate.

Means of transport: Company car x Private car x + | Type of vehicle: | License plate: | Fuel type: Not selected

Fuel consumption: | Estimate mileage: | Fuel price: | Order number z iFIS:

Financial items

Item	Amount	Info
Shipping cost		Note: x
Replacement for the use of a vehicle	0.00	Note: x
Replacement for fuel	0.00	Note: x
Meal allowance	432.00	Note: x
Accommodation		Note: x
Incidental expenses		Note: x
Total cost	432.00	Note: x
<b>Total</b>	<b>432.00</b>	Note: x

Submit command

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.

Language changed  
Language of the app was changed.

test environment

Property | SML | Financing sources | Substitutions | Travel order

My proposal | Proposals overview | Nominations overview | Definition settings | General codelists | Mobility codelists | Travel order codelists

Fuel consumption: | Estimate mileage: | Fuel price: | Order number z iFIS:

Financial items

Item	Amount	Info
Shipping cost		Note: x
Replacement for the use of a vehicle	0.00	Note: x
Replacement for fuel	0.00	Note: x
Meal allowance	432.00	Note: x
Accommodation		Note: x
Incidental expenses		Note: x
Total cost	432.00	Note: x
<b>Total</b>	<b>432.00</b>	Note: x

The requirement for backup

Cost calculation was calculated 2023-11-13 13:45.

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	5121 - Cestovné zaměstnanci-tuzemsko	432	

1 record found.

Submit command

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.

Language changed  
Language of the app was changed.

Order number z IFIS

Financial items

Item	Amount	Info
Shipping cost		Note: x
Replacement for the use of a vehicle	0.00	Note: x
Replacement for fuel	0.00	Note: x
Meal allowance	432.00	Note: x
Accommodation		Note: x
Incidental expenses		Note: x
Total cost	432.00	Note: x
Total	432.00	Note: x
The requirement for backup		Note: x Payment method: x

Open multiple-cell editing

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

In order to select the program click on to the program table.

Command to business trip

**Report from business trip**

Command to foreign business trip

Report from foreign business trip

Show also ended programs

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

Link with definition: Command to business trip

Filter

IF Proposal number	Stay from	Stay till	TI State
<input type="checkbox"/> CP/T/0055	2023-11-15 10:00	2023-11-16 16:00	Approved, no deposit required

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

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**.

Report from business trip CP/T/0048/V HLÁVKA Roman, Bc. Travel order: CP/T/0048 [Enter into accounts](#)

Report from business trip | Itinerary stay | Cost of stay | Other information

### Personal information

Department \* Ekonomický odbor

Head of department \* VEČERKOVÁ Zdeňka, Bc.

E-mail \* rhlavka@jcu.cz

Phone number \* 389032077

Place of residence \* Horní Slovénice 12, 373 72 Lišov

Note Vč. ubytování a stravování.

### Travel information

Start address on trip \* Branišovská 1645/31a

Date stay from \* 2023-10-03 12:40

End address trip \* Branišovská 1645/31a

Date stay till \* 2023-10-04 14:10

Place of stay \* Poněšice

Country \* Czechia

Purpose of stay \* Work on project

Passengers RNDr. Milota, Bc. Krlín, Bc. Večerková, Ing. Koutný

Stay(days) \* 2

Attachments

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

Drag a file or click here.

TI Name	TI Attachment type	TI Description	Actions
CP 4.10.2023 faktura ubytovani.pdf	Document of accommodation	Ubytování a stravování 3.10.-4.10.2023	Edit

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.

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

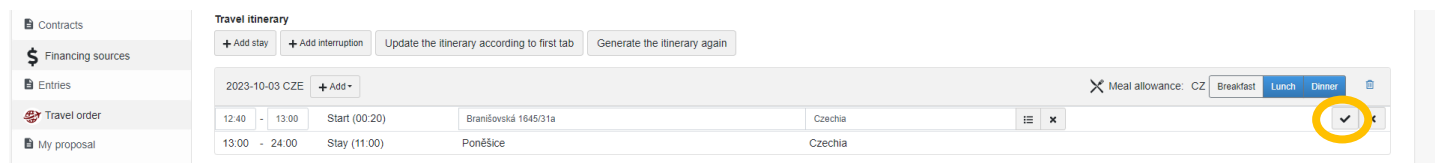
Program Report from business trip | Record number CP/T/0048/V | Applicant HLÁVKA Roman, Bc. | Link with Travel order: CP/T/0048 [Enter into accounts](#)

### Travel itinerary

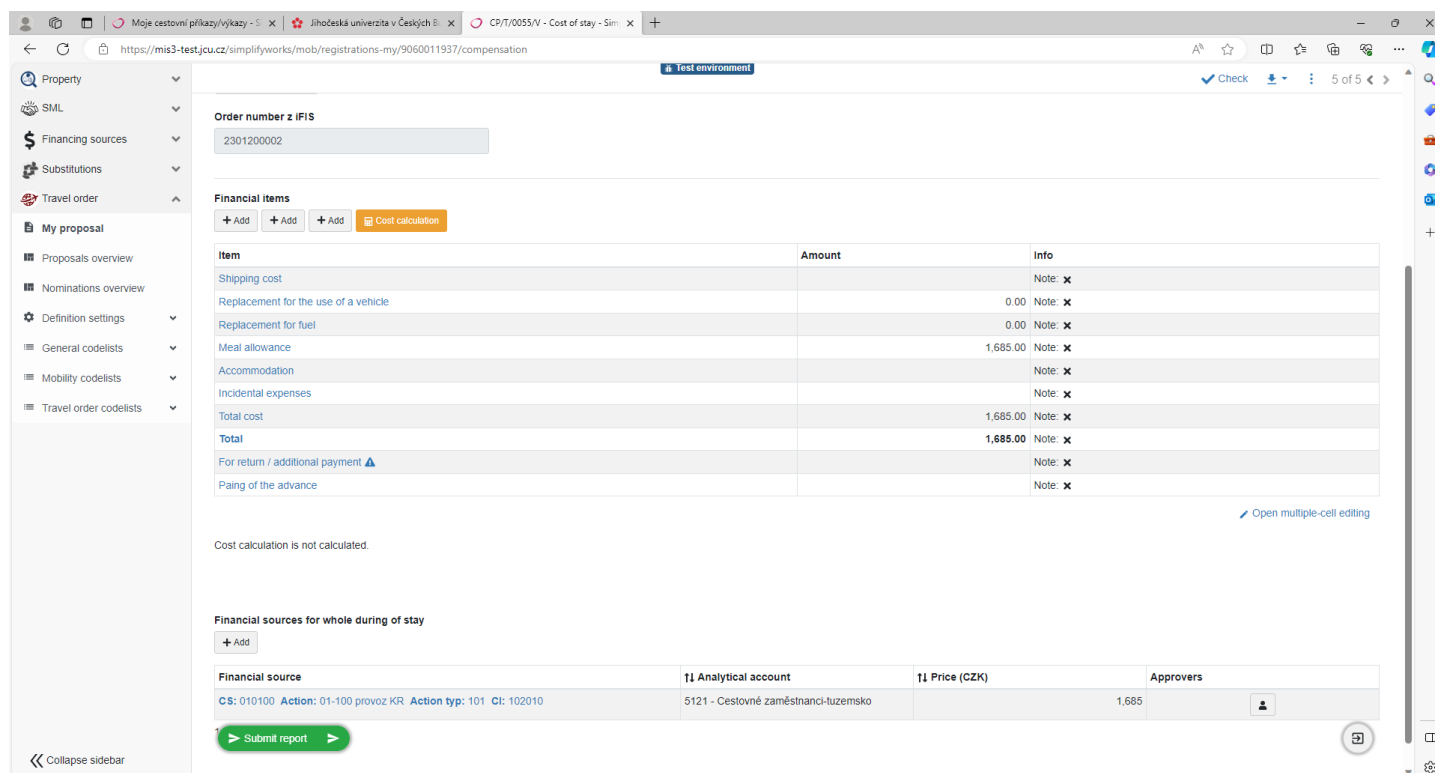
+ Add stay | + Add interruption | Update the itinerary according to first tab | Generate the itinerary again

Date	Time	Activity	Location	Country	Meal allowance
2023-10-03 CZE					Breakfast   Lunch   Dinner
12:40	- 13:00	Start (00:20)	Branišovská 1645/31a	Czechia	
13:00	- 24:00	Stay (11:00)	Poněšice	Czechia	
2023-10-04 CZE					Breakfast   Lunch   Dinner
0:00	- 13:45	Stay (13:45)	Poněšice	Czechia	
13:45	- 14:10	End (00:25)	Branišovská 1645/31a	Czechia	

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.



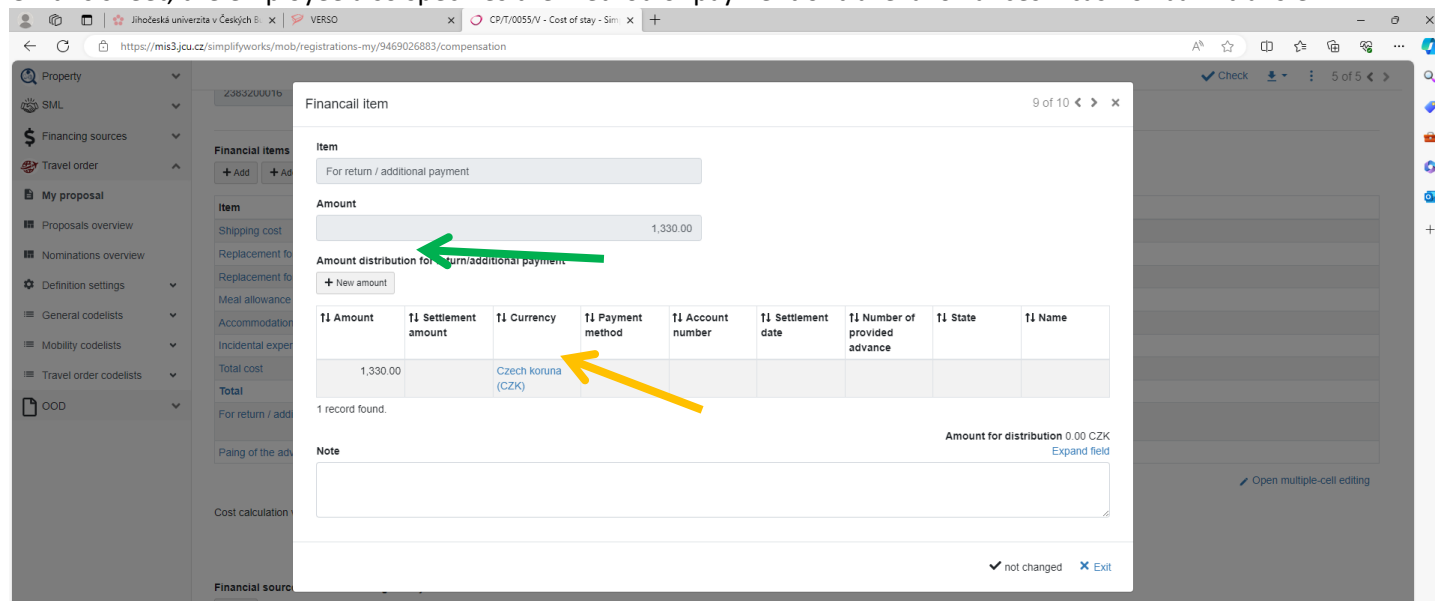
The modifications are confirmed in the right part.



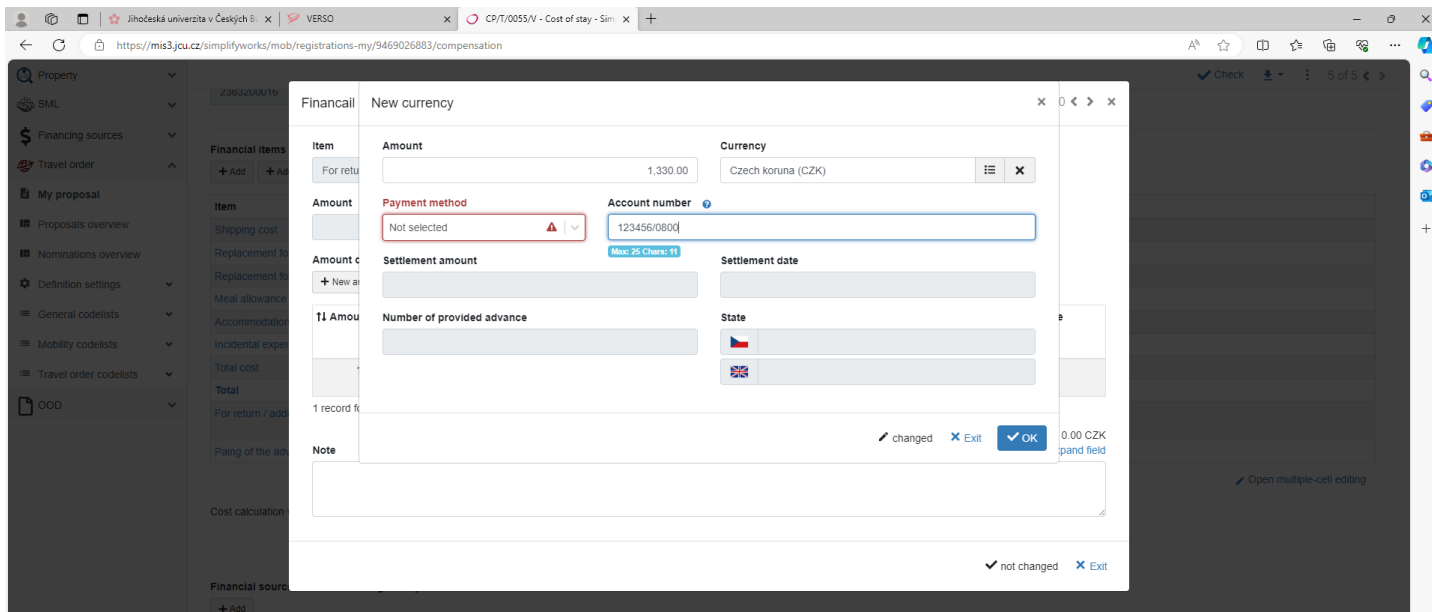
The Cost of Stay sheet should be completed with financial items for accommodation, ancillary expenses, and other compensation for travel expenses, if applicable. Meal allowances are calculated automatically. It is also possible to enter multiple sources of funding in the bottom section where the source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



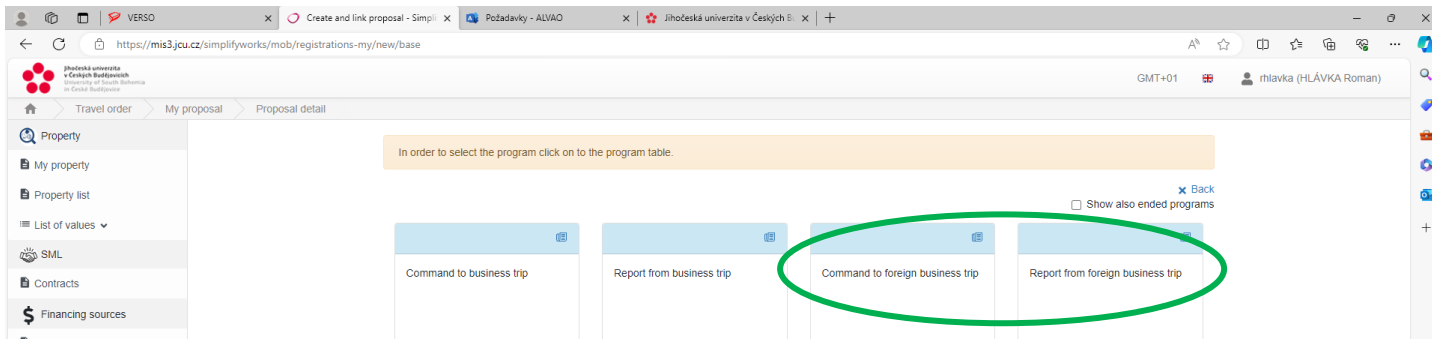
Click on the pre-filled line and add the payment method and account number. If the employee would like to send the amount to multiple accounts, he/she clicks on +New amount (green arrow) to fill in the required information. The amount must be divided up.



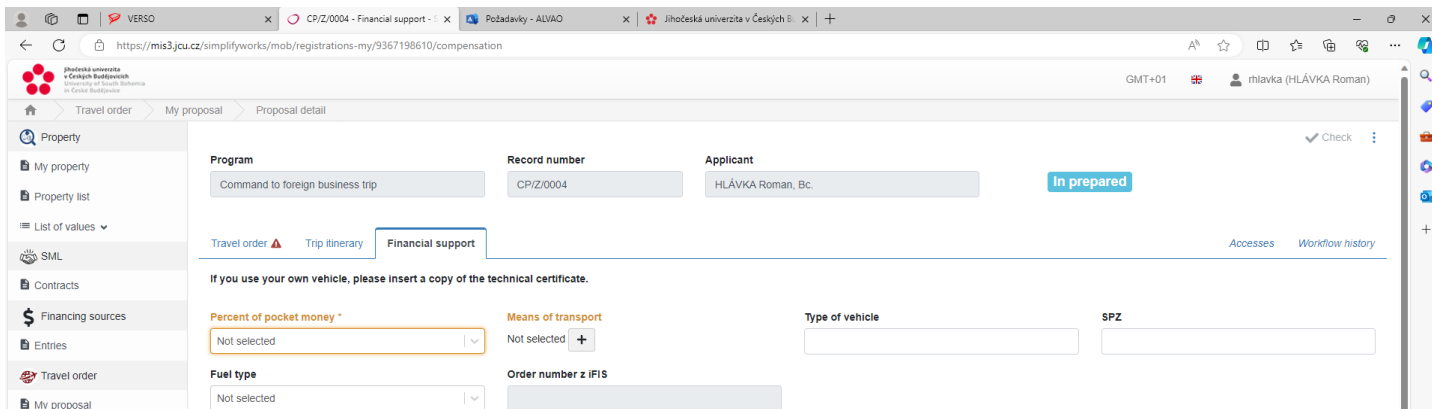
After checking all the completed information, the employee clicks on the green link **Submit report** at the bottom (after moving the scroll bar or mouse wheel)

### 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.

The screenshot displays a web application interface for managing travel orders. The main section is titled "Financial Items" and contains a table with the following data:

Item	Amount	Currency	Info
Shipping cost	2,500.00	CZK	Note: x
Replacement for the use of a vehicle	0.00	EUR	Note: x
Replacement for fuel	0.00	EUR	Note: x
Meal allowance EUR	50.25	EUR	Note: x
Pocket money EUR	31.59	EUR	Note: x
Accommodation	150.00	EUR	Note: x
Incidental expenses	20.00	EUR	Note: x
Total cost	8,996.52	CZK	Note: x
<b>Total</b>	<b>8,997.00</b>	<b>CZK</b>	Note: x
For return / additional payment	8,997.00	CZK	Note: x Payment method: x
Paing of the advance			Note: x

Below the table, there is a section for "Exchange rate overview from CNB" showing a rate of 24.680 EUR for 1 CZK on 2023-10-18. Another section, "Financial sources for whole during of stay", contains a table with the following data:

Financial source	1 Analytical account	1 Price (CZK)	Approvers
CS: 010106 Action: 01-106 provoz EKO Action typ: 101 CI: 102010	5122 - Cestovné zaměstnanci-zahraníčí	4,810	[User icon]
CS: 010102 Action: 131-22-STA Action typ: 601 CI: 102020	5122 - Cestovné zaměstnanci-zahraníčí	4,187	[User icon]

At the bottom of the page, there is a green button labeled "Submit report".

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.

The screenshot shows the 'Travel order' section in the VERSO system. The main header indicates the status is 'In prepared'. Below this, there are tabs for 'Report from business trip', 'Itinerary stay', 'Cost of stay', and 'Other information'. The 'Travel itinerary' section contains three entries for dates 2023-10-18, 2023-10-19, and 2023-10-20. Each entry includes a table of activities with columns for time, activity type, and location. For example, on 2023-10-18, activities include 'Start (02:05)' in 'Č. Budějovice', 'Stay (13:00)' in 'Linz', and 'Crossing border' at 'Přechod hranic'. A yellow box highlights the 'In prepared' button and the 'Check', 'Download', and 'Print' icons in the top right corner of the main content area.

#### 4. Allowances for a business trip

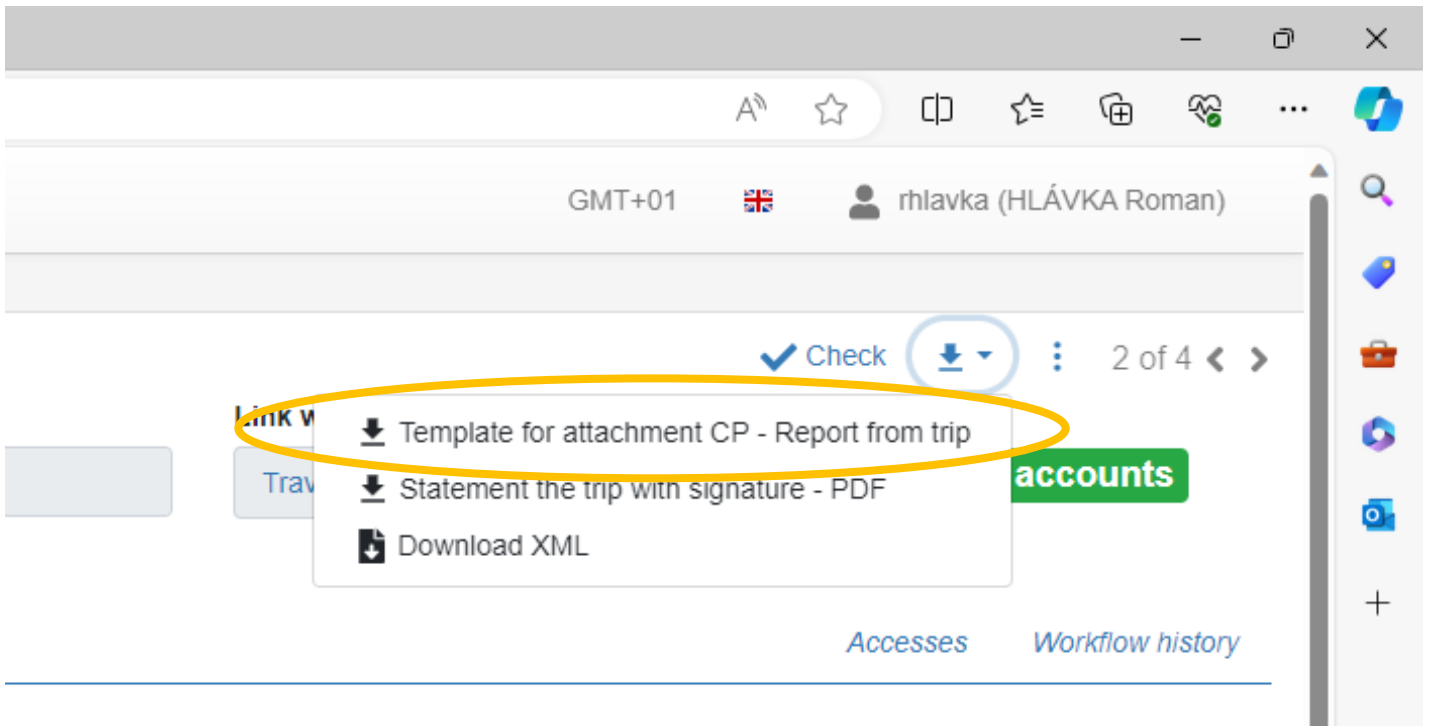
If an employee requests an allowance for a business trip (domestic or foreign), the employee shall submit the request in the current manner in the form of a paper request approved by the appropriate persons.

#### 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.

This screenshot shows the 'Report from business trip' section in the VERSO system. The main header indicates the status is 'In prepared'. A yellow box highlights the 'In prepared' button and the 'Check', 'Download', and 'Print' icons in the top right corner of the main content area. A yellow arrow points from the 'Print' icon towards the bottom right of the page.



## 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.

