


A-15/6/MPD	 FACULTY OF SCIENCE PALACKÝ UNIVERSITY IN OLOMOUC DEAN'S METHODOLOGY GUIDELINES	A-15/6/MPD
<h2>METHODOLOGY GUIDELINES FOR PROVIDING TRAVEL ALLOWANCES</h2>		
Content:	These methodology guidelines specify the rules of providing travel allowances at the Faculty of Science, Palacký University in Olomouc	
Drafted by:	Economic Department of the Faculty of Science	
Force and effect:	1.12.2015	
Distribution list:	Dean, Vice- Deans, Secretary of the Faculty Heads of the Faculty departments Secretaries of Faculty departments	

THIS TRANSLATION HAS AN INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN CASE OF ANY DISPUTES.

These methodology guidelines specify rules for providing travel allowances at the Faculty of Science, Palacký University in Olomouc (hereinafter referred to as the "Faculty"), which are regulated by Bursar's methodology guidelines B3-12/1-MPK Travel allowances.

Article 1

In order to claim travel allowances the Faculty uses solely the following forms:

- a) an electronic travel order for a domestic business trip in INIS (at Portal UP)
- b) a travel order for a domestic business trip see Faculty website – **only for employees with no access to INIS** (employees with Agreement to perform a job/works)
- c) travel order for and international business trip – see Faculty website
- d) Application for securing foreign currency – see Faculty website
- e) Application for using personal vehicle – see Faculty website

Article 2

- a) Travel order form must be approved by the Head of the Department and a person responsible for the financial source in order to reimburse travel costs before commencing the business trip. **In the case of an international business trip, this form must be handed in to the relevant referent at the Economic Department at least 14 days before commencing the business trip.**
- b) When planning the business trip, please be as economical as possible.

Article 3

Before commencing the trip it is necessary to fill in the following data:

- a) Personal information
- b) Prerequisites of the trip – destination, commencement and finish of the trip, purpose of the trip
- c) Means of travel – train, bus, personal vehicle, airplane, taxi. By public transport economic fares are assumed.
- d) In international travel orders – information about crossing state borders. This piece of information is specified as follows:
 - I. when travelling by train, bus, car it is the time of crossing the state border
 - II. when travelling by airplane it is the time of departure and time of arrival
- e) In the case of travelling by a personal vehicle, it is necessary to have a valid driver's training and valid accident insurance. In this case you also need to hand in a copy of the large technical registration of the vehicle, confirmation of accident insurance along with the travel order. Same rules apply for changing the vehicle or license plate.
- f) Registration fee, the amount and how it was or will be paid for (only for international travel orders)
- g) Financial source for payment of the travel order – SPP (specific payment source), department or source (applies for both domestic and international travels)
- h) Specifying the costs for reimbursement – travel costs, accommodation, allowance, spending money, and unexpected costs (for international travel orders)

- i) Should the participant require advance for the business trip, it is necessary to state the amount and what it will cover (e.g. accommodation, fare, unexpected costs). **Request form for advance must be handed in to the Economic Department minimum 10 days before commencement of the trip.** The advance is usually paid out 1-5 days before commencing the business trip. Advances must be personally picked up by each employee going on a business trip. For international trips the employee also receives an insurance card.
- j) Date and signature of the applicant
- k) Approval of the Head of the Department and a person responsible for the financial source for reimbursement of the travel costs.

Article 4

- a) Upon arrival from international business trip each employee is obliged to forthwith return the insurance card and within 10 working day hand in the travel order with all necessary information for accounting the travel order and calculating the allowance and spending money completed. The following data is required:
 - I. Departure (place and time)
 - II. Crossing the state border (see Article 3, point d)
 - III. Arrival (place and time)
- b) In the case of business trip with use of an airplane, the allowance and spending money shall be calculated based on times of departure and arrival in currency given by a bylaw of Ministry of Finance of the Czech Republic for the respective destination, if there is an exchange rate declared by Czech National Bank
- c) Along with the travel order there must be a business trip report which includes the following:
 - I. Description of the progress and result of the trip
 - II. The fact if the employee received meals such as breakfast, lunch, dinner free of charge and which day. Even if the allowance is cut by the maximum possible percentage, the employee has the right to claim the remaining percentage up to 100%. This part of allowance may not be given up by the employee according to **§346c of the Labour Code.**
 - III. Receipts necessary for accounting (stuck to a sheet of A4 paper), they have to be sorted by the type of expense and currency, with a description and means of payment.
- IV. Employee may hand in for reimbursement only tickets for himself individually (it is not possible to reimburse fare to other persons, e.g. a group ticket).

Article 5

- a) In the case of accounting advances, the deadline for handing in a complete travel order is binding. Should this deadline not be met, the employee shall not receive any further advances.
- b) Each employee is obliged to report his/her business trip to the secretary, so that it may be reported in the attendance records.

Article 6

- a) In the case of a surcharge to the employee after travel order expense report, it will be returned to him/her in the bank account used for paying out salary. This account number will be stated on the travel order along with a handwritten signature.
- b) In the case of a surcharge to the employee after travel order expense report of less than CZK 2000, the employee may pick up the respective amount at the cash register. In all other cases the surcharge will be paid in the employee's account as per previous point.

Article 7

A prospective exception from the above mentioned rules may be granted by the Dean based on employee's written request approved by the Head of the respective department.

This directive comes into effect on 1. 12. 2015.

In Olomouc on November 11, 2015

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