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**DEAN´S METHODOLOGY GUIDELINES**

**FACULTY OF SCIENCE UP (MPD)**

A-15/6-ÚZ01

**Methodology guidelines for providing travel allowances as of 11.11.2015**

**As amended by 1.9.2018**

Content: Methodology guidelines for providing travel allowances as of 11.11.2015 as amended by 1.9.2018

Drafted by: Dean of the Faculty of Science

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Distribution list: Secretaries of departments and research centers

 Head of the Economic department

 Secretary of the Faculty

THIS TRANSLATION IS OF INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN THE 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 “PrF UP”), which are regulated by Bursar´s methodology guidelines B3-12/1-MPK Travel allowances.

**Article 1**

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

1. an electronic travel order for a domestic business trip in INIS (at Portal UP)
2. 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)
3. travel order for an international business trip – see Faculty website
4. Application for securing foreign currency – see Faculty website
5. Application for using personal vehicle – see Faculty website

**Article 2**

1. 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.**
2. 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:

1. Personal information
2. Prerequisites of the trip – destination, commencement and finish of the trip, purpose of the trip
3. Means of travel – train, bus, personal vehicle, airplane, taxi. By public transport economic fares are assumed.
4. In international travel orders – information about crossing state borders. This piece of information is specified as follows:
5. when travelling by train, bus, car it is the time of crossing the state border
6. when travelling by airplane it is the time of departure and time of arrival
7. 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.
8. Registration fee, the amount and how it was or will be paid for ( only for international travel orders)
9. Financial source for payment of the travel order – SPP (specific payment source), department or source (applies for both domestic and international travels)
10. Specifying the costs for reimbursement – travel costs, accommodation, allowance, spending money, and unexpected costs (for international travel orders)
11. In the case that the employee requires an advance on his/her business trip, the amount of the advance and the method of its payment must be stated on the travel order form prior to the approval of the business trip.
12. The claim for advance payment must be submitted to the Economic Department of the Faculty of Science no later than 10 days before the commencement of the business trip.
13. The deposit is usually paid out 1-5 days before the start of the business trip, in Czech Crowns. In the case of a foreign business trip, it is also possible to provide an advance in foreign currency in an amount corresponding to the expected duration of the trip and in accordance with the supposed business trip conditions.
14. The advance on domestic business trip is paid only by cashless transfer to the bank account of the employee, which he states on the travel order.
15. The advance on foreign business trip is paid in cash in the Czech currency at the cash register of PrF UP and / or in a foreign currency at the Economic Department of PrF UP or cashless in Czech crowns by transfer to the bank account of the employee stated on the travel order.
16. The advance in cash will be collected by each employee appointed for a business trip personally. A health insurance card is also issued for a foreign business trip.
17. Date and signature of the applicant
18. Approval of the Head of the Department and a person responsible for the financial source for reimbursement of the travel costs.

**Article 4**

1. 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:
2. Departure (place and time)
3. Crossing the state border (see Article 3, point d)
4. Arrival (place and time)
5. 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
6. Along with the travel order there must be a business trip report which includes the following:
7. Description of the progress and result of the trip
8. 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.**
9. 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.
10. 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**

1. 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.
2. 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 employer's liability (employee's entitlement), the claim shall be settled cashless in Czech currency on the employee's bank account, which shall be stated on the travel order. The amount is rounded to the full CZK.

b) In the case of an employee's obligation (providing a higher advance), the employee is obliged to return an unused advance within 10 working days from the accounting of the travel order.

c) In the case of a domestic business trip, the return pursuant to paragraph 2 shall be settled cashless to the account of UP no.: 19-1096330227 / 0100, VS: SPP number or department.

d) In the case of a foreign business trip, the unused advance pursuant to paragraph 2 may be returned in the following ways:

1) unused advance in CZK - in cash at the cash register of PrF UP or by cashless transfer to the account of UP No.: 19-1096330227 / 0100, VS: SPP number or department;

2) unused advance in foreign currency - in cash at the Economic Department of PrF UP.

**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. 9. 2018.

V Olomouci dne 29. 6. 2018

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Dean of the Faculty of Science