

Proposal for Official Foreign Business Trip

The proposal must be approved at least 14 days before departure.

Intranet – My Overview – Section Administration - Trips work trips abroad –

<https://intranet.uhk.cz/app/ep/zpc/>

For testing, you can SWITCH TO THE TEST version; **in the production/live version everything remains and cannot be removed.**

APPLICANT – CREATE A NEW REQUEST

Traveling for: select the workplace

Mobile phone: availability abroad; required when purchasing flight tickets

TRAVEL DATA: fill in everything

Place of departure and return should be the place of permanent/temporary residence or the workplace in Hradec Králové.

Trip interruption: Indicate full days; time spent traveling counts as working days. Some projects calculate interruptions by hours – this is handled individually after return.

Method of settlement:

- By an employee – the employee pays themselves and submits receipts for reimbursement
- UHK (for payment) – e.g., flight tickets, conference fees; anything not paid by the employee but by the project administrator or ZPC administrator
- UHK (already paid) – e.g., flight tickets, conference fees; items not paid by the employee but already paid by the project administrator or ZPC administrator

Transport: list all transportation; do not forget transport to/from the airport and local public transport at the destination

Flight tickets: arranged by Vendula Potměšilová. If purchased by the employee, a receipt issued to UHK must be provided.

Accommodation: indicate actual costs – verify prices in advance. Erasmus has financial limits; higher amounts cannot be approved without justification.

Private car: employees must have driver training, a registered car at the Rectorate, and provide comprehensive insurance – contact Ms. Renata Horáková (renata.horakova.2@uhk.cz)

Another car: CETA or Rectorate cars – a separate request must be submitted

Local transport: TAXI only in exceptional cases – late/early departure/arrival or safety reasons

Accommodation: employees arrange it themselves – either paid by the employee or the invoice is sent to the project administrator for payment. An invoice issued to UHK must be provided – without UHK details, it will not be reimbursed. Ideally, contact the hotel in advance to request an invoice; prices are often better than via booking platforms.

Meal allowance: calculated automatically

Registration fee: paid by the employee or the invoice is forwarded to the project administrator for payment.

Other fees: entrance fees to landmarks, etc., if related to the business trip – not private visits to museums, galleries, etc.

Insurance: arranged by Vendula Potměšilová. In case of trip interruption, the employee arranges insurance for the individual days themselves. ([https://www.ervpojistovna.cz/en/home](https://www ervpojistovna.cz/en/home))

Notes: include only essential points; no long messages – there is no space for that.

File attachments: upload only files, not web links. Invitations, conference programs, approvals of extraordinary trips.

Deposit: entitlement is calculated automatically based on indicated travel costs. Meal allowance is calculated per full day (24 hours). After return, the allowance is recalculated based on actual time spent abroad – expect possible reductions.

Deposit payment options:

- Cash: available in CZK, EUR, GBP, USD, CHF
- Bank transfer: CZK only
- Both options may be combined
- The advance can be changed until paid out.

FINANCING COSTS: it is helpful to know the order number, workplace, and activity. CORRECT selection of the type of financing is REQUIRED. If needed, project administrators will fill in missing details. Based on the information provided, approvers for the travel proposal are assigned.

Select pre-approver: based on the financing of the business trip

Forward to pre-approver.