



Provision of the Faculty Manager of 3/6/2024 governing the procedure for entering and billing for electronic travel orders for DOMESTIC WORK JOURNEYS and WORK JOURNEYS ABROAD

I.

This provision applies to all employees of the Faculty of Science of the University of South Bohemia in České Budějovice (hereinafter referred to as FSci) who are entitled to travel allowances in connection with their work. This provision is based on Act No. 262/2006 Coll., the Labour Code and the Provision of the Bursar of USB on the procedure for granting travel allowances No. K 61 of 31 December 2012, as amended.

II.

The employee is obliged to request approval for the work journey by filling in an electronic order in the VERSO application before the work journey is made; whenever the employee leaves their place of work (usually České Budějovice). Even short-term work journeys outside of České Budějovice are considered to be work journeys and must be duly approved before they are made and duly billed for upon return, even if the travel reimbursement is zero.

The employer is obliged to pay the employee travel allowances to cover the travel expenses incurred by the employee during the work journey or other travel outside of their regular workplace. Travel expenses include fares, transportation expenses, lodging, catering, and necessary incidental expenses (e.g., parking tickets, conference fees). If a full day's meals (breakfast, lunch, dinner) are provided free of charge as part of the work journey, the employee is entitled to catering at a reduced rate throughout the duration of the work journey. The employee may not waive a catering allowance to which he/she is legally entitled, even when requesting it themselves.

Travel reimbursements may only be granted to an employee of FSci who has an employment relationship on the basis of an employment contract or an agreement for performance of work outside of the employment relationship (OON: other personal costs), if this is agreed upon in the contract.

Work journeys undertaken within the framework of grants or projects must be carried out and billed for in accordance with the relevant grant conditions and rules.

a) A request for a work journey (Travel order in VERSO, hereinafter referred to as "eTO")

A request for a work journey is to be made by means of an electronic travel order in the VERSO application. Detailed instructions for entering and billing for the work journey are contained in the



Methodology for Entering Electronic Travel Orders, issued and updated by the Rector's Office of USB (hereinafter referred to as "REC"), which is available after the employee logs in at the link:

https://wiki.jcu.cz/index.php/Kategorie:Ekonomick%C3%BD_odbor

In the case of **use of a private road motor vehicle for business travel**, the employee is required to submit a request approved by their superior for this purpose as an attachment to the eTO prior to the actual work journey. At the same time, the employee is required to submit a scan/copy of the technical certificate/statement from the Registry of Motor Vehicles, statutory and breakdown insurance, and a certificate of payment of premium for the current period, to the Finance Office of the Dean's Office.¹ The vehicle used must be covered by breakdown insurance for the duration of the work journey.

In the case of work journeys abroad, it is possible to apply for an allowance of up to 40% if the chosen source of funding allows it.

The journey may only be carried out after approval of the eTO by the superior, then by the operation orderer, and the budget manager.

To ensure financial control by all responsible persons before the actual work journey takes place, the travel order must be submitted well in advance, i.e. at least two days before the start of the actual work journey.

b) Advance Payment

Unless otherwise agreed upon with the employee, the employer is obliged to provide the employee with an advance payment of up to a maximum of the expected travel expenses.

The employee shall request the advance payment for the journey at the stage of entering the travel order (approval of the work journey) via the eTO (by completing the request for the amount of the advance payment). If necessary or in the event of a technical error, a paper version of the form is to be used to make the advance payment.

Advance payments in CZK are always to be sent to the applicant's bank account. Advance payments in the form of FOREIGN CURRENCY CASH are to be ready for collection at the REC Cash Office at the requested time, on the basis of a request (included in the eTO and the paper version of the form) submitted at least 5 working days before the requested collection date, unless otherwise agreed.

c) Billing for a work journey ("Travel Report" in VERSO, hereinafter referred to as "eTR")

¹ A copy of the large technical certificate/statement from the Registry of Motor Vehicles, the breakdown insurance policy, and proof of payment for breakdown insurance shall be produced by the employee before the first use of the private vehicle for a work journey, and subsequently whenever the details are changed or updated. An approved request for the use of the private vehicle for work travel purposes shall be produced by the employee prior to the journey in question.



The employee is obliged to settle the billing for the work journey included in the electronic travel order within 10 working days of the end of the work journey, unless otherwise agreed.

The employee is obliged to submit all related certificates/documents as part of the billing for the work journey. In the case of a journey abroad, they are also to submit the journey report. He/she is to upload the originals of these documents in electronic form as attachments to the eTR in the VERSO application. Documents the originals of which are in paper form are to be scanned and the scans are to be uploaded as eTR attachments. The paper versions are then to be completed and together with the generated e-envelope (link listed in the eTR) taken to the Filing Office of the Dean's Office, where they are to be registered and sent by internal mail to the REC for review by the CV preparer. In the case of use of an advance, the advance payment is automatically taken into account in the eTR billing of the work journey expenses, resulting in the amount to be surcharged/refunded.

Once the eTR is "submitted" by the employee in VERSO, the eTR is automatically sent to the TR preparer (by the REC) for approval, then to the employee's superior, then to the operation orderer and budget manager.

Once the eTR has been approved and closed, the employee is to be informed by email of the status of his/her TR.

d) Monitoring of eCP/eCV status

The employee is able to continuously monitor the current status of his/her eTO/eTR, i.e. ascertain which stage of administration his/her TO/TR currently is in. This is made possible by the Accesses tab in the TO/TR detail of the VERSO application.

e) Representation

If necessary, it is possible to use the option of representation in the approval and administration of electronic travel orders on the basis of written credentials. Substitution may be used for both a representative of the immediate superior of a senior employee for the purpose of approval, and as a representative for the purpose of completing an electronic travel authorisation on behalf of another member of staff. If you are interested in using and setting up the proxy option, or making changes to it, you should contact the Finance Office at the Dean's Office.

III.

This measure comes into force on 3 June 2024. In the event that the travel order/report module of the VERSO application is not fully functional, or in exceptional justified cases, the travel order may also be submitted in paper form. The Rector's Office is responsible for the substantive and technical functionality of the eTO/eTR module. By completing the eTO/eTR, the FSci staff guarantee that the data entered corresponds to reality and supports it with all related documents in original paper or electronic form.



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If you are having any technical, functional, or other problems or have any other questions please contact:

E-mail: servicedesk@jcu.cz

WWW: <https://servicedesk.jcu.cz/Alvao/Main>

(All Services > Information Systems > VERSO Approval Processes

or

My Requests > New Request > IT Services > Information Systems > VERSO Approval Processes)

All forms and attachments related to the completion of eTOs are available under the *Travel Orders* tab at:

<https://www.prf.jcu.cz/cz/fakulta/dokumenty/formulare>

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