



A Travel Order for a Business Trip Abroad №

Surname and Name		Personal №	
Regular workplace agreed			
Business trip to (country)			
Place of job performance abroad			
Itinerary			
Purpose of the business trip: <i>Annexes: programme – event announcement; invitation letter etc. (annex required)</i>	☐ congress ☐ workshop ☐ scientific cooperation on foreign facility ☐ other (specify)		
Active participation in the conference <i>attachment – abstract</i>	☐ yes ☐ no	Type of presentation: ☐ oral ☐ poster ☐ other (specify)	
The place of the beginning of the business trip		Date	
The place of the end of the business trip		Date	
The designated means of transport			

The employee is aware that the beginning and the end of the business trip must agree with the dates of the departure and arrival of plane or train and other tickets as well as on IOCB certificates of absence.

The financing method:

If the business trip is funded from the resources of the group (VEJ) or from a grant, type the respective internal code to monitor the costs.

If any or all items are covered by a foreign partner, prove it through a contract or another document.

Cost Item	Source of funding (code)
Travel expenses	
Meal allowance	
Accommodation	
Health insurance	
Congress fee (includes)	
○ Accommodation	☐ Yes ☐ No
○ Meal	☐ Yes ☐ No
The business trip is directly linked to the objectives and outcomes of the grant stated as a source of funding.	☐ Yes ☐ No
The requesting employee is a member of the grant research team	☐ Yes ☐ No

The below signed: 1) agree with the trip and are aware of all legal consequences, 2) express good health and awareness of terms of the compulsory vaccination prior to the business trip (including all necessary medical services).

Date, Name and Employee Signature: _____

Grantee	Group leader	Head of the TEA	Director
---------	--------------	-----------------	----------

The date when the advance in a foreign currency was determined

Credit card issuance – Trip beginning – Check issuance: Date/ČNB exchange rate
--