



An Accounting of a Business Trip No. _____ to _____

taken: from _____ until _____

Surname, name, title, personal number	
The regular workplace based on the employment contract	
The purpose of the business trip	
The place, date and hour of the beginning of the business trip	
The place, date and hour of the crossing of the borders	
The place, date and hour of the end of the business trip	
The place, date and hour of the crossing of the borders	
The length of the stay abroad in days	
The means of transport used	
The exact itinerary	

A/ The Reimbursement of Travel Expenses in the Czech Republic while Using a Road Motor Vehicle

Hours in the Czech Republic before the crossing of the borders	
Hours in the Czech Republic after the crossing of the borders	
Transport by a road motor vehicle of a brand	
Cylinder volume/average fuel consumption as stated in the registration certificate	
Total kilometers travelled in the Czech Republic	
Total kilometers travelled abroad	
Kilometers travelled in total	
Meal allowance in the Czech Republic	

B/ Accommodation Costs

The Employee's Statement on the Reimbursements Paid beyond the Advance Payment Covered by the Workplace

Free meals	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Free accommodation	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Breakfast as part of accommodation	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Travel allowance	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Congress fee	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Other reimbursements outside the IOCB	YES <input type="checkbox"/> NO <input type="checkbox"/>	

I declare that all the information above is complete and correct.

The date and the employee's signature