



A Travel Order for a Business Trip Abroad №

| | | | |
|--|--|--|------------|
| Surname and Name | Joe Black | Personal № | 1234 |
| Regular workplace agreed | IOCB, Prague | | |
| Business trip to (country) | Italy | | |
| Place of job performance abroad | Verona | | |
| Itinerary | Prague - Verona - Prague | | |
| Purpose of the business trip: <i>Annexes: programme – event announcement; invitation letter etc. (annex required)</i> | <input checked="" type="checkbox"/> congress <input type="checkbox"/> workshop <input type="checkbox"/> scientific cooperation on foreign facility <input type="checkbox"/> other (specify) | | |
| Active participation in the conference <i>attachment – abstract</i> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Type of presentation: <input checked="" type="checkbox"/> oral <input type="checkbox"/> poster <input type="checkbox"/> other (specify) | |
| The place of the beginning of the business trip | Prague | Date | 11.10.2016 |
| The place of the end of the business trip | Prague | Date | 14.11.2016 |
| The designated means of transport | plane | | |

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 | 123/88 |
| Meal allowance | 123/88 |
| Accommodation | 123/88 |
| Health insurance | 123/88 |
| Congress fee (includes) | 123/88 |
| <input type="radio"/> Accommodation <input type="radio"/> Meal | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| The business trip is directly linked to the objectives and outcomes of the grant stated as a source of funding. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| The requesting employee is a member of the grant research team | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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