

OP VVV business trips documentation

The business trip must comply with the project objectives and **attend by member of the project team (she/he has project workload)**.

Travel cost must correspond to the regular prices and time of the project implementation.

Travel order has to be marked with the OP VVV project number:

CZ.02.1.01/0.0/0.0/16_019/0000729 – ChemBioDrug

CZ.02.1.01/0.0/0.0/16_025/0007444 – PharmaBrain

CZ.02.1.01/0.0/0.0/16_026/0008382 - CARAT

CZ.02.2.69/0.0/0.0/16_027/0008477 - UOCHB Mobility

CZ.02.2.69/0.0/0.0/17_050/0008490 - UOCHB MSCA

CZ.02.2.69/0.0/0.0/18_070/0010562 - UOCHB MSCA II

(on top corner of the travel order)

Purpose of the trip

The purpose of the trip can be proved by the following documents: program, conference invitation, plan for the meeting, congress etc. – it is necessary to attach the copy to the travel order and it has to be clear how the trip is linked to the project (e.g. the conference theme is the same as the project research, cooperation with the other institution is described in the project Feasibility study, transport of samples between the institutions seems necessary according to the description of the research activities etc.). You can write the simple argumentation and attach it to the trip order.

Expenditure documentation

Conference fees, accommodation, airplane tickets, transport tickets etc. – it is obligatory to have the invoice (accountant/tax document) for every expenditure made from the project money and this invoice has to contain the project number (see above).

Accountant/tax document means in fact the invoice, which contains the exact data defined by the law; it does not mean the receipt, the registration confirmation, the ticket or other.

In case you pay the above mentioned expenditures before the realization of the trip (do not do it before its approval by IOCB!), it is necessary to communicate with the service provider (e.g. conference organizer, airplane company, hotel, Booking.com, Airbnb, transport company etc.) sending the invoice to the name of IOCB, even if you make the reservation and payment online via credit card. The invoice can be sent by post or email and it is a necessary part of the Accounting of the business trip (official IOCB form available on the IntraWeb). If you are making the online reservation, please follow the instructions and make the note/check the box that it is the business trip – in the majority of cases, this could lead to the field when you complete the data necessary for the invoice (such as the address or VAT of the IOCB).

In case you use the local transport or make other expenditures on place, you will not receive the invoice but the receipt or simplified accounting document – please, attach this document to the Accounting of the business trip form (e.g. bus ticket, taxi receipt, restaurant bill etc.).

It is not possible to finance the expenditures without the accounting documentation.

Domestic business trips

Conditions of the expenditures eligibility

- **travel expenditures** - eligible costs are:
 - **public transport tickets in 2nd class** , first class ticket is eligible only up to the price of the 2nd class ticket
 - **seat reservations, couches or beds,**
 - **local public transport tickets** (when purchasing vouchers, it must be documented that the purchase of a coupon is cheaper than individual tickets)
 - **expenditure on the use of a car** (parking, motorway tolls, etc. are eligible only with the proof of payment)
 - **taxi** (only in justified cases, it is necessary to write a justification e.g. there is no other public transport option, material transport, etc.);
- **Accommodation** - costs must correspond to the regular prices at time of purchase; when choosing and booking a hotel, the participant carries out a market survey at location and time, for example, by comparing 3 different internet hotel price lists, or e-mail accommodations offers. You can find the detailed instructions including an example at the end of this document. The participant archives the documents in electronic form and send it to the email: cestyop3v@uochb.cas.cz
- **Meal allowance** - according to the Labor Code, the employee is obliged to stand if the meal was provided free of charge – this is important to calculate the final meal allowance after the business trip (attention, the Ministry controls in the conference programs if the meal was provided!)

Documents to attach to the Accounting of the business trip form

- Travel order and an Accounting of the business trip
- Program, conference/meeting invitation, etc.
- Tickets including seat reservations
- Accounting documents – invoices, receipts etc.
- A copy of the technical logbook and proof of accident insurance (when using a private car: Consent to the Use of Private Motor Vehicles on a Business Trips – official IOCB form signed by the director).

Business Trip Abroad

Expenditures are eligible only for the members of the **project research**, the purpose of the business trip must be consistent with the project activities and objectives.

The non-EU trips are possible only with the active participation on the event and with direct link to the project activities. The active participation means for example presentation, presenting a poster, participating in a conference panel discussion, a seminar, a workshop (this is not relevant for the Mobility projects).

Conditions of the expenditures eligibility

- **travel expenditures** - eligible costs are:

- **economy class flight tickets** - the use of an aircraft is eligible for a flight over a distance of more than 500 km. For these purposes, the distance is considered to be the shortest road distance between the place of commencement of the journey and the destination of the journey by a public route planner. If the distance is shorter, the grant provider (the Ministry) before the trip must give consent. If the provider refuses to accept the air ticket, only the expense corresponding to the 2nd class ticket of the higher quality train (SuperCity, EuroCity, InterCity, Express, etc.) can be paid out of the project. This is to be proved for example by the printscreens of the available transport options.

When making the flight ticket reservation, it is necessary to make a market survey via the Internet, you can find the detailed instructions including an example at the end of this document.

- **public transport tickets in 2nd class** , first class ticket is eligible only up to the price of the 2nd class ticket
 - **seat reservations, couches or beds,**
 - **local public transport tickets** (when purchasing vouchers, it must be documented that the purchase of a coupon is cheaper than individual tickets)
 - **expenditure on the use of a car** (parking , motorway tolls, etc. are only eligible proof of payment)
 - **taxi** (only in justified cases, it is necessary to write a justification eg. there is no other public transport option, material transport, etc.);
- **Accommodation** - in a hotel abroad is ensured at the prices usual for the time and place, as a rule in the*** category. The expenditure up to EUR 100 per person/night (in case of another currency, the amount corresponding to the equivalent of EUR 100) may be usually considered the eligible amount. When exceeding this amount, the documentation for these services is required; this survey is mainly requested for higher category hotels (more than ***) as the document for evaluation of eligibility. At least three different offers must be included in the market research. The participant archives the documents in electronic form and send it to the email: cestyop3v@uochb.cas.cz. You can find the detailed instructions including an example at the end of this document.
 - **Meal allowance** - according to the Labor Code, the employee is obliged to stand if the meal was provided free of charge – this is important to calculate the final meal allowance after the business trip (attention, the Ministry controls in the conference programs if the meal was provided!)

Documents to attach to the Accounting of the business trip form

- Travel order + Accounting of the business trip abroad
- Program, conference call, meeting, etc.
- Tickets including seat reservations
- Flight ticket including boarding pass
- **Report on Business Trip Abroad (templet of OP VVV document)**
- Accounting documents – invoices, receipts etc.
- A copy of the technical logbook and proof of accident insurance (when using a private car: Consent to the Use of Private Motor Vehicles on a Business Trips – official IOCB form signed by the director).

Market research – airplane tickets

A business trip participant is obliged to do the market research before the purchase of the airplane tickets (e.g. www.skyscanner.cz, www.letuska.cz) and make a printscreen of the offers of at least 3 different airplane companies. Printscreens are sent afterwards to the email: cestyop3v@uochb.cas.cz.

The printscreen has to include the destination, arrival/departure date and the actual date in the bottom right corner of the PC screen, which proves that the research has been made before the airplane tickets purchase, after the approval of the business trip.

If you want to interrupt the business trip, it is necessary to prove the economy of the expenditures link with the trip. This is the reason why 2 different market surveys are necessary:

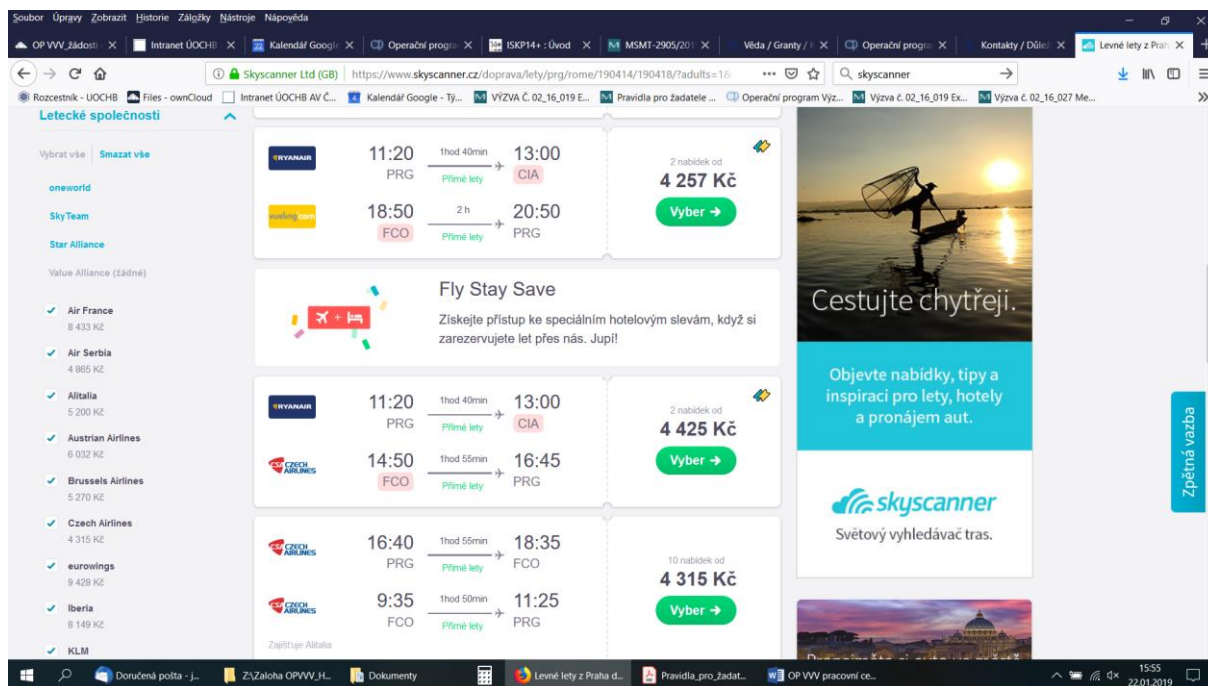
- 1) the airplane tickets you would normally bought after the end of the conference
- 2) the airplane tickets you would like to buy later (or sooner) after the interruption of the trip

If you want to interrupt the business trip and make the departure flight from the different place than the conference site, it is necessary to prove the economy of this option, i.e. to compare the prices of the airplane tickets from the conference site and from the other place.

An example printscreen to prove regular airplane ticket price.

Search results for Prague (PRG) to Rome (CIA) on January 14th. The search results show a round trip for 3,653 Kč. The flight details include Ryanair flights from PRG to CIA and back, with a 40-minute layover in CIA. The departure is at 11:20 and the arrival is at 13:00. The return flight is at 17:25 and arrives at 19:15. The total price is 3,653 Kč. The website also shows a sidebar with filters for 'Zastávky' (Stops) and 'Časy odletu/odjezdu' (Departure times). The bottom of the page shows a Windows taskbar with various open applications.

Search results for Prague (PRG) to Rome (CIA) on January 14th. The search results show a round trip for 4,257 Kč. The flight details include Ryanair flights from PRG to CIA and back, with a 40-minute layover in CIA. The departure is at 11:20 and the arrival is at 13:00. The return flight is at 17:25 and arrives at 19:15. The total price is 4,257 Kč. The website also shows a sidebar with filters for 'Časy odletu/odjezdu' (Departure times) and 'Trvání cesty' (Flight duration). The bottom of the page shows a Windows taskbar with various open applications.

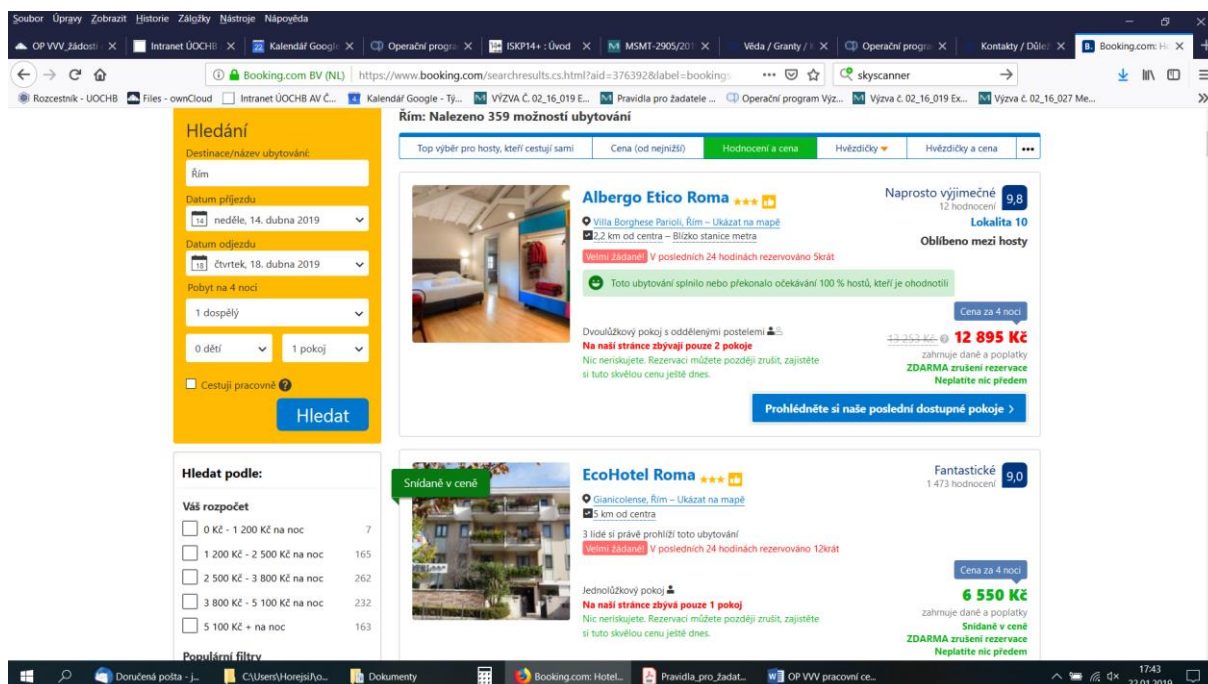


Market research – accommodation

A business trip participant is obliged to do the market research before the purchase of the accommodation (e.g. www.booking.com, www.agoda.com) and make a printscreen of the offers of at least 3 different hotels. Printscreens are sent afterwards to the email: cestyop3v@uochb.cas.cz.

The printscreen has to include the destination, arrival/departure date and the actual date in the bottom right corner of the PC screen, which proves that the research has been made before the accommodation purchase, after the approval of the business trip.

An example printscreen to prove regular hotel price.



Soubor Úpravy Zobrazit Historie Záložky Nástroje Nápořádá

OP VVV Jádost... Intranet ÚOCHB... Kalendář Google... Operační progr... ISKP14+ : Úvod... MSMT-2905/20... Vída / Granly /... Operační progr... Kontakty / Dále... Booking.com H...

https://www.booking.com/searchresults.cs.html?aid=376392&label=booking... skyscanner

Rozcestník - UOCHB Files - ownCloud Intranet ÚOCHB AV Č... Kalendář Google - Ty... VÝZVA Č. 02_16_019 E... Pravidla pro žadatele... Operační program Výz... Výzva Č. 02_16_019 Ex... Výzva Č. 02_16_027 Me...

Hodnocení lokality

☐ Vynikající lokalita: 9 a více 141

☐ Velmi dobrá lokalita: 8 a více 268

☐ Dobrá lokalita: 7 a více 317

☐ Dostačující lokalita: 6 a více 333

Hvězdičky

☐ ★ +41

☐ ★★ +117

☒ ★★★

☐ ★★★★ +280

☐ ★★★★★ +51

☐ Neklasifikováno +5714

Zábava a odpočinek

☐ Pronájem kol (za poplatek) 74

☐ Pěší prohlídky 31

☐ Prohlídky na kole 30

☐ Knihovna 24

☐ Cyklistika 18

Dostupnost

☐ Ukázat pouze dostupná ubytování

Nabídky

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Dostupnost

☐ Ukázat pouze dostupná ubytování

Nabídky

Hotel Appia 442 ★★★

Appio Latino, Řím – Ukázat na mapě

5,1 km od centra – Blízko stanice metra

Dnes skvělý poměr ceny a kvality

Jednolůžkový pokoj

Tento pokoj je velmi žádaný – na naší stránce zůstávají jen 2!

Nic neriskujete. Rezervaci můžete později zrušit, zajistíte si tuto skvělou cenu ještě dnes.

Fantastické 9,0
149 hodnocení

Cena za 4 noci

7 573 Kč

zahrnuje daně a poplatky

ZDARMA zrušení rezervace

Nepřistěte nic předem

Prohlédněte si naše poslední dostupné pokoje >

Pohodlí jako doma během delších pobytů

Naše nabídka ubytování v soukromí je skvělou volbou pro delší pobyty

Ukázat možnosti ubytování v soukromí

Hotel Centro Cavour ★★★

Rione Monti, Řím – Ukázat na mapě

800 m od centra – Blízko stanice metra

5 lidí si právě prohlíží toto ubytování

Velmi žádaný! V posledních 24 hodinách rezervováno 8krát

Jednolůžkový pokoj

Tento pokoj je velmi žádaný – na naší stránce zůstává jen 1!

Fantastické 9,1
1 326 hodnocení

Lokalita 9,6

Cena za 4 noci

8 151 Kč

zahrnuje daně a poplatky

Prohlédněte si naše poslední dostupné pokoje >

Windows 1744 22.01.2019

Doručená pošta - j... C:\Users\Horejsi\o... Dokumenty Booking.com: Hotel... Pravidla_pro_žadat... OP VVV pracovní ce...

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OP VVV Jádost... Intranet ÚOCHB... Kalendář Google... Operační progr... ISKP14+ : Úvod... MSMT-2905/20... Vída / Granly /... Operační progr... Kontakty / Dále... Booking.com H...

https://www.booking.com/searchresults.cs.html?aid=376392&label=booking... skyscanner

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Nepřetržitě otevřená recepce

☐ Recepce otevřena 24 hodin denně 303

Podmínky rezervace

☐ Bezplatné zrušení rezervace 326

☐ Bez platby předem 298

Stravování

☐ Snídaně v ceně 292

☐ Snídaně a oběd v ceně 1

☐ Snídaně a večeře v ceně 3

☐ Vlastní stravování 34

Typ ubytování

☐ Hotely a více 335

☐ Hotely 333

☐ Bed and Breakfasts 1

☐ Penziony 1

☐ Apartmány 27

Zajímavá místa

☐ Trevi fontána 98

☐ Pantheon 64

☐ Forum Romanum 47

☐ Koloseum 33

Nepřetržitě otevřená recepce

☐ Recepce otevřena 24 hodin denně 303

Podmínky rezervace

☐ Bezplatné zrušení rezervace 326

☐ Bez platby předem 298

Stravování

☐ Snídaně v ceně 292

☐ Snídaně a oběd v ceně 1

☐ Snídaně a večeře v ceně 3

☐ Vlastní stravování 34

Typ ubytování

☐ Hotely a více 335

☐ Hotely 333

☐ Bed and Breakfasts 1

☐ Penziony 1

☐ Apartmány 27

Zajímavá místa

☐ Trevi fontána 98

☐ Pantheon 64

☐ Forum Romanum 47

☐ Koloseum 33

Hotel Paolo II ★★★

Vatikán, Řím – Ukázat na mapě

2,4 km od centra

4 lidé si právě prohlíží toto ubytování

Velmi žádaný! V posledních 24 hodinách rezervováno 4krát

Jednolůžkový pokoj

Tento pokoj je velmi žádaný – na naší stránce zůstává jen 1!

Fantastické 9,2
1 057 hodnocení

Cena za 4 noci

9 354 Kč

zahrnuje daně a poplatky

Prohlédněte si naše poslední dostupné pokoje >

Borghetto di San Lorenzo ★★★

San Lorenzo, Řím – Ukázat na mapě

3 km od centra

Apartmán

Na naší stránce zůstává pouze 1 pokoj

Nic neriskujete. Rezervaci můžete později zrušit, zajistíte si tuto skvělou cenu ještě dnes.

Fantastické 9,0
30 hodnocení

Cena za 4 noci

9 313 Kč

zahrnuje daně a poplatky

ZDARMA zrušení rezervace

Ukázat dostupné možnosti >

Eccelso Hotel ★★★

Vatikán, Řím – Ukázat na mapě

2,3 km od centra – Blízko stanice metra

Velmi žádaný! V posledních 24 hodinách rezervováno 9krát

Fantastické 9,1
130 hodnocení

Lokalita 9,4

Windows 1744 22.01.2019

Doručená pošta - j... C:\Users\Horejsi\o... Dokumenty Booking.com: Hotel... Pravidla_pro_žadat... OP VVV pracovní ce...

Soubor Úpravy Zobrazit Historie Záložky Nástroje nápověda


OP VVV Jádost... Intranet ÚOCH... Kalendář Googl... Operační progr... ISKP14+ : Úvod... MSMT-2905/20... Vída / Gran... Operační progr... Kontakty / Dál... Booking.com

https://www.booking.com/searchresults.cs.html?aid=376392&label=booking... skyscanner

Rozcestník - UOCHB Files - ownCloud Intranet ÚOCHB AV Č... Kalendář Google - Tj... VÝZVA Č. 02_16_019 E... Pravidla pro žadatele... Operační program Výz... Výzva Č. 02_16_019 Ex... Výzva Č. 02_16_027 Me...

Populární filtry

- ☐ Snídaně v ceně 292
- ☐ Hotely 333
- ☐ Řím centrum 242
- ☐ Central Station 107
- ☐ Velmi dobré: 8 a více 204
- ☐ Bezplatné zrušení rezervace 326
- ☐ Bed and Breakfasts 1
- ☐ Fantastické: 9 a více 41
- ☐ Apartmány 27
- ☐ Wi-Fi zdarma 349



Raeli Hotel Noto ★★★

Central Station, Řím – Ukázat na mapě

1,8 km od centra – Blízko stanice metra

1 člověk si právě prohlíží toto ubytování

Jednolůžkový pokoj

Tento pokoj je velmi žádaný – na naší stránce zbývají jen 2!


Cena za 4 noci

6 161 Kč

zahrnuje daně a poplatky

Snídaně v ceně

Prohlédněte si naše poslední dostupné pokoje >



Park Hotel Ginevra ★★★

Aurelio, Řím – Ukázat na mapě

6 km od centra

5 lidí si právě prohlíží toto ubytování

Velmi žádané! V posledních 24 hodinách rezervováno 7krát

Dvoulůžkový pokoj s oddělenými postelemi/manželskou postelí

Tento pokoj je velmi žádaný – na naší stránce zbývá jen 7!

Cena za 4 noci

6 161 Kč

zahrnuje daně a poplatky

Prohlédněte si naše poslední dostupné pokoje >

Windows taskbar: Doručená pošta - j... C:\Users\Horejsi\h... Dokumenty Kalkulačka Booking.com: Hotel... Pravidla_pro_žadat... OP VVV pracovní ce... 17:47 22.01.2019