CZECH TECHNICAL UNIVERSITY IN PRAGUE
Faculty o Civil Engineering
Thákurova 7, 166 29 Praha 6

Application form to travel abroad No. ....

Country:

Name, surname, degrees:			Dept. No.:
☐ Employee	☐ Ph.D. student - ☐ Employee - ☐ DPČ/DPP **)**		
Permanent address:			Phone No.:
Start date:	Praha 6, Thákurova 7	Another place of departure:	
End date:	Praha 6, Thákurova 7	Another place of arrival:	

In the case of flexitime, I hereby set fixed working hours from: to:

Trip itinerary and time plan:

Advance payment:

☐ not claimed	EUR:	GBP:	CZK
☐ claimed (amount and currency):	USD:	CHF:	

In the case of a back pay exceeding 5.000,- Kč, I agree to it being sent to my account together with my salary. YES ☐   NO ☐

Amount claimed	FCE advance payment	Source of payment
Means of transport: ☐ plane ☐ train ☐ bus ☐ public transit ☐ TAXI ☐ passenger car Plate No.: ☐ other:		
Accommodation price limit:		
Boarding out allowance:		
Spending money in %: ☐ 0 ☐ 10 ☐ 20 ☐ 30 ☐ 40		
Conference registration fee:		
Insurance: insurance is automatically taken out by the Department of International Relations - see website (a policy card with a policy number are also found there)		

Place and purpose (event name) of work performance

I do not claim the reimbursement of the expenses below as they are provided to me under an international agreement:

☐ Fare   ☐ Accommodation   ☐ Cash for boarding will be provided in a minimum amount of the basic rate under §170+189 of the Labour Code

In the case of providing board of the breakfast, lunch and dinner type to which the employee does not financially contribute, we cut the boarding out allowance for traveling abroad by 25% for each respective meal in the basic rate, by 35% for each respective meal in the 2/3 rate and by 70% for the respective meal in the 1/3 rate.

If costly Faculty equipment is transported, I hereby order taking out additional luggage insurance. If a private vehicle is used for travelling, I hereby order taking out international travel accident insurance (including seat insurance in the case of transporting other people in the vehicle) and passing obligatory driver training.

....
Date and employee's signature   Date and Head of Department's signature   Date and orderer's signature

....
Date and budget manager's signature   Date and Vice-Dean for International Relations' signature

*) DPČ-Contract for Work Activity, DPP-Work Performance Contract