

TRAVEL PROPOSAL - PROCEDURE

- UIS -> eAgenda -> Trips abroad -> **New trip**

- **User, Trip as** and **Department** appear automatically

- Continue in completing the following:

Country: select the country you are going to from scroll-down menu (e.g. USA)

Destination: type name of the receiving institution abroad (e.g. Oregon State University)

- **Type of journey:** select relevant type of your journey from scroll-down menu (select Teaching stay for both study stays and internships)
- **Purpose:** type purpose of your mobility (e.g. study period, internship)
- **Since:** type starting date **including travel**
- **Until:** type end day **including travel**
- **Mobility programme:** select relevant programme of your mobility (**51** for Erasmus plus or **69** for bilateral agreements)
- **Specification:** select relevant type of your mobility (studijní pobyt (study stay) / praktická stáž (internship))
- **Project:** none (do not fill in)

TRIPS ABROAD

List of trips **New trip**

Use the following form to enter basic information about the trip abroad. Once you fill in all information, go on to the Trip financing tab. You are recorded both as a student and an employee. Please select whether you are travelling as a student or an employee.

User:

Trip as:

Department: Faculty of Business and Economics

Country:

Destination:

Type of journey:

Purpose:

Since: 

Until: 

Mobility programme:

Specification:

Project:



- Click on "File and go to trip financing form"
- Dates and destination must be filled in again
- Since: type starting date including travel
- Until: type end day including travel
- Country: select the country you are going to from scroll-down menu (e.g. USA)
- Place of stay: do not fill in
- Travelling expenses: do not fill in
- Other: do not fill in
- Board: do not fill in
- Accommodation: do not fill in

**New trip info sheet has been filed**

In this section of the application you need to enter all stays in countries where you stayed apart from the country of destination. All days of the trip need to be covered and no stay can lie outside the stay dates.

Trip is scheduled from **30. 08. 2018** till **02. 11. 2018**.

Stays in countries and expenses

Sel.	From	Until	Country	Place of stay
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No stays are defined



[Go to Enter trip financing](#)

Add new stay

To add new stay, enter the dates and select the country where you will stay that particular day or the country you will be crossing. If on a particular day you will be staying or crossing more countries, from the menu below select the furthest country. The "From-till" dates must lie within the interval of trip duration. Enter the expenses for the trip in crowns.

From:	<input type="text" value="08/30/2018"/>	
Until:	<input type="text" value="11/02/2018"/>	
Country:	<input type="text" value="United States of America"/>	
Place of stay:	<input type="text"/>	
Travelling expenses:	<input type="text"/>	Kč
Other:	<input type="text"/>	Kč
Board:	<input type="text"/>	Kč
Accommodation:	<input type="text"/>	Kč

[Add stay](#)



Click on "**Add stay**"

The stay shall appear in Stays in countries and expenses

In this section of the application you need to enter all stays in countries where you stayed apart from the country of destination. All days of the trip need to be covered and no stay can lie outside the stay dates.

 **New stay in country was added**

Trip is scheduled from **30. 08. 2018** till **02. 11. 2018**.

Stays in countries and expenses

Sel.	From	Until	Country	Place of stay	Accommodation	Travelling expenses	Board	Insurance premium	Other	
<input type="checkbox"/>	30. 08. 2018	02. 11. 2018	United States of America		0	0	0	2,795 Kč	0	
Suma						0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč



Add new stay

To add new stay, enter the dates and select the country where you will stay that particular day or the country you will be crossing. If on a particular day you will be staying or crossing more countries, from the menu below select the furthest country. The "From-till" dates must lie within the interval of trip duration. Enter the expenses for the trip in crowns.

From: 

Until: 

Country: 

Place of stay:

Travelling expenses: Kč

Other: Kč

Board: Kč

Accommodation: Kč

Click on **"Go to Enter trip financing"**

This section of the application allows you to enter information about financing your trip. Insurance expenses are calculated automatically based on the duration, country of destination and stays in other countries. Once you fill in all information, go on to the Expenses explanation tab.

Stays in countries and expenses

From	Until	Country	Place of stay	Accommodation	Travelling expenses	Board	Insurance premium	Other
30. 08. 2018	02. 11. 2018	United States of America		0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč
Suma				0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč

The following table contains a list of all sources of financing trips abroad. The last line shows information about trip expenses that are covered by the sources of financing. If more sources of financing have been used, amounts can be distributed among the sources. After you settle the trip financing, click on the Save trip financing button and continue.

Table of sources of financing

Sel.	Resource	Accommodation	Travelling expenses	Board	Insurance premium	Other	Total
------	----------	---------------	---------------------	-------	-------------------	-------	-------

No suitable data found.

Remove source of financing

Save trip financing

Save trip financing and go on

New source of financing

Here you can add new source of financing for the trip.

Type of resource:

Own funds



Add new resource

Type of resource: select **Own funds** from scroll-down menu

This section of the application allows you to enter information about financing your trip. Insurance expenses are calculated automatically based on the duration, country of destination and stays in other countries. Once you fill in all information, go on to the Expenses explanation tab.

Stays in countries and expenses

From	Until	Country	Place of stay	Accommodation	Travelling expenses	Board	Insurance premium	Other
30. 08. 2018	02. 11. 2018	United States of America		0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč
Suma				0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč

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Table of sources of financing

Sel.	Resource	Accommodation	Travelling expenses	Board	Insurance premium	Other	Total
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No suitable data found.

Remove source of financing

Save trip financing

Save trip financing and go on

New source of financing

Here you can add new source of financing for the trip.

Type of resource:

Add new resource



Click on „Add new resource“

This section of the application allows you to enter information about financing your trip. Insurance expenses are calculated automatically based on the duration, country of destination and stays in other countries. Once you fill in all information, go on to the Expenses explanation tab.

 **Source of financing was successfully added**

Stays in countries and expenses

From	Until	Country	Place of stay	Accommodation	Travelling expenses	Board	Insurance premium	Other
30. 08. 2018	02. 11. 2018	United States of America		0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč
Suma				0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč

The following table contains a list of all sources of financing trips abroad. The last line shows information about trip expenses that are covered by the sources of financing. If more sources of financing have been used, amounts can be distributed among the sources. After you settle the trip financing, click on the Save trip financing button and continue.

Table of sources of financing

Sel.	Resource	Accommodation	Travelling expenses	Board	Insurance premium	Other	Total
<input type="checkbox"/>	Own funds						0 Kč
	Zbývá uhradit	0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč	0 Kč



New source of financing

Here you can add new source of financing for the trip.

Type of resource:

In Table of sources of financing fill in:

Accommodation: 0

Travelling expenses: 0

Board: 0

Insurance: type the amount that has been calculated, e.g. 2795

Other: 0

This section of the application allows you to enter information about financing your trip. Insurance expenses are calculated automatically based on the duration, country of destination and stays in other countries. Once you fill in all information, go on to the Expenses explanation tab.

 **Source of financing was successfully added**

Stays in countries and expenses

From	Until	Country	Place of stay	Accommodation	Travelling expenses	Board	Insurance premium	Other
30. 08. 2018	02. 11. 2018	United States of America		0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč
Suma				0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč

The following table contains a list of all sources of financing trips abroad. The last line shows information about trip expenses that are covered by the sources of financing. If more sources of financing have been used, amounts can be distributed among the sources. After you settle the trip financing, click on the Save trip financing button and continue.

Table of sources of financing

Sel.	Resource	Accommodation	Travelling expenses	Board	Insurance premium	Other	Total
<input type="checkbox"/>	Own funds	<input type="text"/>	0 Kč				
	Zbývá uhradit	0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč	0 Kč



New source of financing

Here you can add new source of financing for the trip.

Type of resource:

Click on "Save trip financing and go on"

This section of the application allows you to explain utilization of the requested funds. Each utilization shows the total requested sum. Once you fill in all information go further using Save expenses explanation and go on button.

Accommodation (requested 0 Kč)

Travelling expenses (requested 0 Kč)

Board (requested 0 Kč)

Other (requested 0 Kč)

Save expenses explanation

Save expenses explanation and go on



Fill in:

Accommodation:
not required

Travelling
expenses: not
required

Board: not
required

Other: not required

Click on:

Save expenses
explanation and go
on

✔ Application is correct, can be submitted

Basic information

User:
Trip as: student
Department: Faculty of Business and Economics
Country: United States of America
Destination: Oregon State University
Type of journey: Teaching stay
Purpose: Internship
Since: 30. 08. 2018
Until: 02. 11. 2018
Mobility programme: 69ljiná forma krátkodobého pobytu
Specification: Praktická stáž
Approved by: Mgr. Irena Doubková
Check code:

Stays in countries and expenses

From	Until	Country	Place of stay	Accommodation	Travelling expenses	Board	Insurance premium	Other
30. 08. 2018	02. 11. 2018	United States of America		0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč
Suma				0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč

Journey financing

Resource	Accommodation	Travelling expenses	Board	Insurance premium	Other	Total
Own funds	0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč	2,795 Kč
Total	0 Kč	0 Kč	0 Kč	2,795 Kč	0 Kč	2,795 Kč

Expenses explanation

Accommodation: not required
Travelling expenses: not required
Board: not required
Other: not required

Submit trip application



Click on "Submit trip application"

- Submit the Travel Proposal by clicking on the button "**Submit trip application**" and wait for the notification e-mail addressed to your university email
- There is no longer a need to print the Travel proposal. Everything is done electronically,
- including approval and payment itself. Only if you want to pay in cash, print out the Travel proposal
- and take it to the cashier to make the payment.