

Business Trips and Related Procedures, Study Remarks

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FI MU

DUVOD, November, 2015



INVESTMENTS IN EDUCATION DEVELOPMENT

Important legal notices, but roughly speaking...

What is and what is not a Business Trip (služební cesta)?

- Anything that's formally specified in an *approved* Travel Form (cestovní *příkaz*): given place, time span and relevant acting.
- In your contract, you'll find a work places (místa výkonu práce).
- For students, the work place is the assigned office and building.
- Travelling between these, travelling elsewhere, and working elsewhere is *not* a Business Trip if you were *not ordered* to do so.
- Acting according to an *unapproved* Travel Form is also *not* a Business Trip.
- Students often need to sign a special single purpose contract to be able to conduct a Business Trip.

What do I need for a business trip?

- A purpose: Conference, summer school, workshop, visit some lab
- A contract: Declares who is my boss to order me to go for a trip
= Sending Employee (vysílající zaměstnanec)
- Money: Declares who is willing to pay for the fun
= ... (správce rozpočtu)

- Expectation of overall expenses, which should not differ much from the final sum.
- A signed Travel Form. Students may need to use paper version from the Economic department.
- Travel form is mandatory even when your travel cost is 0 CZK — inviting side pays all.
- Do not forget to declare you're on a trip in the Leave taking (přehled čerpání dovolené) INET section.

- Two sections of the form: before the trip, after the trip
- Electronic version of the Travel Form is filled out in the INET.
- Demonstration: <https://inet.muni.cz/>

Things to consider when assessing total Related costs

- Registration payment, account for payments for social events
- Accommodation fees, use reasonable hotel not too far
- Estimate roughly food costs (diety), e.g. 45 EUR/day
- Sometimes you may get allowance (kapesné), always ask your supervisor
- Fare expenses, account also for local transport

- Keep the budget reasonably tight
- Start the procedure as soon as possible

- When and how much for Travel advance?

Business Trip: Payments

- Don't pay anything before your travel form is approved.
- It is better (for you) not to pay big amounts with your own money.
- An extra forms (košilky) are obligatory for payments by the faculty.
- Dean secretary can handle online card payments.
- Department secretary can handle ordering of flight tickets (and other invoice-based orders).
- Negotiate with the Economic department when and where to pick the travel advance.
- Many people involved, do it well ahead of time.

Business Trip: Using a Plane

- Typically one of the most expensive item
- Consider staying on a trip a day or two longer.
- You are not expected to choose a low-cost company.
- Plan arrival at airports at least 2 hours ahead.
- Double check your order!
- Check your confirmation of the flight
(<https://www.checkmytrip.com>).
- Check all flight advices written on the ticket.
- Check your passenger rights.
- Know the procedure:
check in, language drop in, safety zone, boarding time.
- Isn't it better to use a coach or a (night) train?
- Flying can (for the extra money) take more time and incur troubles with loss of luggage.

- A comfortable option for short distances.
- But expensive for the employer.
- Perhaps, a more tricky/risky option as well.

- Requirements:
 - Car must be registered at the faculty.
 - Car must be all risk insured.
 - Driver must pass a recent Training course for company car drivers (školení řidičů).
 - Your boss must agree, otherwise you won't get full compensation.

Plan well, plan carefully, plan responsibly

- Take enough time when changing.
- Learn how to reach the destination, Street view can help.
- Print a local map of how to reach the hotel, conference, railway station.
- Note down name and contacts to the hotel and conference secretariat.
- Check your GPS device (do you have the map uploaded?)
- Do not rely on your travel mate. . .
- Prepare for the foreign language, e.g.,
"Where's my receipt, please?" or "Can you get me a taxi, please?"
- Leave room for souvenirs in your luggage. . .

Especially important documents are:

- Invoice you'll get at the conference desk.
 - Bill for the accommodation.
 - Plane boarding ticket (even the little piece).
 - Bills for bus, train tickets.
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- Collect all bills you can and bring them home.
 - You don't need to collect bills for food.

- You provide a summary of the costs broken down into:
Days, Countries, Currencies, Cost categories.
- Transit airports are not taken into account.
- You must provide time-stamps when you crossed borders.

- Demonstration: <https://inet.muni.cz/>

- You must also provide:
 - A white sheet with stamped bills and invoices
 - A Travel Report

- It serves two purposes:
 - Explain why you went on a business trip and how you represented your employer.
 - Provide extra explanation for the claimed costs if necessary.
- Examples from INET

Representing Faculty at a Business Trip

- Business Trip is usually Attending a Conference.
- It is not going on vacation by the sea.
- Oral and poster presentation guidelines:
<http://biomedicalimaging.org/2015/authors/presentation-guidelines>
- Training to speak: www.brnotoastmasters.cz
- It's about presenting your work (= representing the faculty)
- Collecting feedback, discussing
- Gathering contacts (also planning visits or study stays)
- Requires: talking to people (be open, not shy and isolated)
- Highly recommended: attending *all* social events. . . :-)

Study Remarks

Courses that do teach.

- DACSE: Academic Communication Skills in English
- DPRPO: Guidelines for preparation of posters.
- DTEDI: Guidelines for writing Ph.D. Thesis Proposal.

Courses that provide advice.

- DPUBL: Mirrors the fact that student is preparing a paper.
- DVBDP: Governs supervising of Bachelor or Master theses. Besides, 2 hrs long session with tutor is available.
- DVVVT: Governs managing of RD team.

It is an overly inspiring and welcomed activity.

- You can supervise bachelor students. Master students, only after you pass state exam and thesis topic defence.
- It's a long term activity that
 - may provide some reasonable outputs,
 - does not always get you exactly what you wanted,
 - consumes rather a great deal of time,
 - teaches you be responsible, think in advance,
 - teaches you organize student's work,
 - teaches you leading them, supporting them.
- Relevant documents:
- https://www.fi.muni.cz/studies/BP_DP.xhtml
- Notably: Instrukce pro studenty, Instrukce pro vedoucí a oponenty

Guarding at Exams

- Ask the teacher first about the requirements to pass, etc.
- Also ask the teacher about her policy and demands on students.
- At the exam, remind students all the rules (even the evident ones).
- Explicitly mention that you will collect the test immediately if they break the rules. Note that both students are guilty.
- You can even remind them about the "Disciplinární komise".
- If you spot misbehaviour, collect evidence: the test, names, time and date, place [Disciplinární řád, article 4].
- You handle it to the teacher, who handles it to the dean, who handles it to the committee.
- Relevant norms: SZR, Disciplinární řád FI
- https://www.fi.muni.cz/about/important_documents/index.xhtml

It is an overly inspiring and welcomed activity.

- Having a teaching experience is an important skill.
- Faculty welcomes Ph.D. students-teachers,
- . . . and pays them extra money.

- Teaching learns one to:
 - learn the topics a lot better ;-),
 - prepare and follow agenda of the sessions,
 - organize time, deal with homeworks, be responsible,
 - work in team (with the other tutors), fill in reports.

- Details are usually given at the meeting with the main teacher before the semestra. And many more details later on :-)