



FREQUENTLY ASKED QUESTIONS ABOUT ELECTRONIC TRAVEL ORDERS ("eTO")

Preliminary financial inspection

In the event of it not being possible to perform a preliminary financial inspection within the framework of the eTO before the work journey, the preliminary financial inspection is to be carried out using a paper version of the form, which is then to be inserted as an annex to the eTO. Such cases are to be dealt with on a case-by-case basis in agreement with the budget manager of the relevant funding source.

Request for advance payment

It is possible to apply for an advance payment for a work journey at the stage of entering the travel order **via the eTO** (by filling in the request for the amount of the advance payment) **and at the same time by filling in a paper version of the form**, at which time the applicant is to choose the form in which the advance payment is to be made (CZK/foreign currency to BC/cash). The employee is to enter the generated number of the approved eTO on the paper version of the form, sign it, and forward it to the operation orderer and the budget manager for approval. Once the order has been approved by the responsible persons, the paper version of the form is to be sent to the REC for payment. The use of the paper version of the form is to be temporary - valid until the linking of information from the eTO VERSO to iFIS is functional.

Bulk eTO

In the case of multiple work journeys within the Czech Republic on consecutive days (e.g. 4-5 journeys per week, but not per month), it is possible to use the paper version of the form entitled "*Travel order - bulk domestic*".

Returning the eTO for correction/processing

If the status is "**returned by finance officer**", the eTO preparer is to return the eTO to the Rector's Office, and the reason is to be given in the notification that arrives via email (after scrolling to the end of the email).

If the status is "**returned by financial inspection**", then it is to be returned by the operation originator/the budget manager, and the reason is to be listed for the eTO in *Financial Sources*, to the right of *Approvers* (the "human figure" icon).

Deleting an eTO

If the eTO **has already been approved by the responsible persons** (superior, operation orderer, budget manager), the eTO can only be deleted upon request by email sent to servicedesk@jcu.cz. Neither the owner nor the preparer of the ecp can delete the eTO themselves.



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If the **eTO** *has not been approved, has not been submitted*, it can be deleted by the eTO owner themselves.