Instructions for creating and managing e-CP

WHAT **Electronic travel request** (referred to as the "**e-CP**") is a web-based form processed in the WCES (Web-based travel requests) application, which is a part of the Magion EIS. It can be accessed through the Personal portal.

WHERE The website www.slu.cz (after logging in), has a link in the Employee/SU&ME/ section that leads to the Personal portal. After logging in for the second time using CRO, employees can access the private area where they are able to see personal data from the personal records, including employment data, and pay slips. Additionally, employees can create and manage travel requests through this portal.

HOW The e-CP is created electronically, and its approval process consists of two processes: one is related to employment law and the other concerning financial aspects. The employee's supervisor approves the absence from the workplace as part of the employment law process, while a preliminary financial check is carried out for approval in the financial process. Both processes of approval are conducted electronically

The e-CP can also be processed by another authorised person, such as an assistant, who is granted access through the Representative settings . It is important to note that apart from the employee and their authorised representatives, no other individuals have access to the e-CP in the web application

The e-CP can be filled in Czech, Slovak or English (select the flag on the home screen)

WHY It's more efficient, faster, more accurate and, most importantly, **easier**

BEFORE THE TRIP

- **The e-CP must ALWAYS be processed before the start of a business trip**
- The employee has the option to either Create a new travel request or select an existing e-CP and Make a copy of a request (in the case of creating a copy, most of the data will already be pre-filled from the template that has been used)
- The e-CP is completed by either selecting options from drop-down menus or entering text manually. Some data fields are automatically populated using the employee's personal information or data from previous e-CPs
- Detailed guidance is available at [link] for many of the data fields, or they are automatically populated and calculated with values, rates, currencies, etc.
- If a private vehicle is to be used for a business trip for the first time, it will not be listed in the codebook. The employee responsible for the e-CP will need to submit the necessary documents as per Rector's Directive xx/2020. Once the documents are provided, the codebook will be updated accordingly
- **IMPORTANT**:
  - ✓ select the correct employment relationship that is associated with the business trip
  - ✓ add the funding details of the trip, i.e., the appropriate cost centre and the reimbursement agreement
  - ✓ confirm your consent to the business trip

- ✓ SAVE the e-CP (this can also be done at any time during completion and can be revisited later, i.e. select the e-CP from the List of travel requests → Edit a travel request)

- ➢ The completed and saved e-CP needs to be Submitted for approval. Select the appropriate type of approval process and choose the participants from the menu:
  - ✓ for **basic e-CPs**, the direct supervisor needs to be selected from the list of supervisors and their deputies, sorted according to the organisational hierarchy. It is recommended to select the most immediate supervisor, and if they are unavailable, proceed to select from other options according to the customs of the unit. The operational principal and budget manager are already pre-set according to the contract
  - ✓ for **e-CPs financed from OP RDE projects**, add the project and financial manager. These roles are already pre-set according to the contract
  - ✓ for **e-CPs funded from non-OP RDE projects**, add the contract manager (principal investigator)- pre-set according to the contract
- ➢ after completing and clicking on Finish, the approval process is initiated. Subsequently, the employee will receive an email notification confirming the approval of the e-CP
- ➢ if the employee has requested an advance, they can either collect it from the cash office or have it transferred to their bank account as per a request entered in the e-CP

AFTER THE TRIP

- ➢ **Within a maximum of 10 working days following the completion of the business trip, the employee must prepare the trip settlement.** This entails selecting the relevant e-CP line by accessing the Travel Request Details → Create a Business Trip Report. The employee must then update or add accurate details of the business trip in the designated form
- ➢ **IMPORTANT**:
  - ✓ ensure to include any reduction in meal allowances for days when free meals were provided, + Add at least one line and enter the relevant details regarding the start and end of the business trip in the Travel progress article
  - ✓ if the business trip lasts overnight, please enter "23:59" as the end time for the day and "00:00" as the start time for the next day
  - ✓ provide a comprehensive business trip report under the Description article (findings, contribution regarding the project, and other relevant details)
- ➢ After completing the data, it is important to always SAVE the e-CP, including the **work-in-progress version**. You can go back to it by selecting Edit Business Trip Report
- ➢ The completed and saved e-CP should be Submitted for billing, and it is recommended to Print the waybill either directly on the printer or as a PDF document
- ➢ If the employee attaches receipts or other documents to the e-CP, they shall sign the printed waybill, attach all the documents to it, and arrange for their delivery via internal mail or in person to the designated employee responsible for the CP processing in Opava or Karviná (depending on the funding sources). This is done to ensure that the billing is checked properly
- ➢ If the e-CP does not need to have any documents attached (it is a document-free e-CP), it is sufficient to send the waybill in PDF format via email to cp-op@slu.cz (for the Opava workplace) or cp-ka@slu.cz (for the Karviná workplace), depending on the funding sources covering the costs

- If the employee responsible for the CP processing deems it necessary, they may request the completion of documents or the correction of data in the e-CP
- Once the billing check is completed, the employee responsible for the CP processing will forward the e-CP for approval, specifically for preliminary financial control. The employee will receive information regarding the completion of the approval process via email
- In situations where the employee has received an advance for a business trip that exceeds the actual cost or is eligible for a top-up and has requested cash reimbursement, the employee must visit the cash office to refund the excess amount or receive the top-up. If the employee has requested the top-up to be transferred to a bank account, it will be promptly credited to their account