

GUIDELINES FOR CALCULATING THE SCHOLARSHIP (PROGRAMME 3. B and 3. C)

Upon return from the trip, the scholarship must be accounted for, i.e. travel costs vs. approved funding. The required documents from the IS, the Realistic Accounting of Travel Costs and original documents (tickets, invoices, etc.), see points 1-3 below, should be delivered to the Economic Department - mailbox by the mailroom (in the name of Lenka Chládková).

THE FOLLOWING MUST BE SUBMITTED WITH THE BILL:

- 1) **Documents from IS:** "Amounts allocated to the student for payment" and "Decision on the allocation of the scholarship"
- in IS, search for your file **according to MU-IS/210194/2022/XXXXXXX/PdF-2** and print it out.
- 2) **Excel spreadsheet:** "Real travel cost accounting" (download here: [link](#)) - fill in according to your documents (invoices, tickets, etc.) that you submit from the trip for reimbursement, including comments on the items and indicate the total sum of the travel costs.
- 3) **Original documents:**
 - for the accommodation - invoice; in case of Booking, provide "Booking Reservation" and "Booking Payment Confirmation") + bank statement of the payment for the accommodation;
 - flight tickets, flight itinerary, Boarding Passes from both directions + bank statement of payment for the ticket;
 - bus, train, public transport tickets;
 - participation fee;
 - visa...

⇒ For payments made in cashless mode, it is necessary to provide a statement of account - a detail of the statement with a link to the foreign currency from the receipt/invoice/ticket.

⇒ Documents in the form of screenshots are not acceptable!

⇒ **Electronic public transport tickets** - can be downloaded from the DP website or the website of the system used for contactless payments. In Brno, it is the Beep and Go application: <https://www.pipniajed.cz/>
- here you will find (at the very bottom) questions and answers - "Can I get a tax receipt with my tickets?"

Every company/transporter will have a similar website.

Link to download the ticket: <https://www.brnoid.cz/cs/eoc>

- 4) **50% board:** only some scholarship programmes provide this. The calculation is based on the actual start and end times of the trip and the border crossing times of all countries crossed. This information must be provided when the trip is billed. In the case of meals provided during the conference and accommodation, these must be stated in the billing (e.g. breakfast provided in the accommodation, lunch provided, dinner provided in the social evening, etc.; coffee breaks are not counted; **restaurant receipts are not submitted for reimbursement!**)

Please note, meal allowances can only be paid for physical attendance at the conference // trip, no meal allowances can be paid in online form.

Sort all documents, staple them to paper (or stick them with adhesive), number and describe them see the example above:

Document No. 1) Ticket Brno - Prague

ad 1) statement of account for payment of the ticket

Document No. 2) Ticket Prague - Barcelona - Prague

ad 2a) statement of account for payment of the ticket

ad 2b) flight itinerary

ad 2c) Boarding Passes (both directions)

Document No. 3) Ticket Prague - Brno

Document 4) Barcelona public transport ticket

ad 4) public transport ticket statement

On the basis of the documents thus sorted and numbered, complete the excel spreadsheet "*Actual travel cost accounting*".