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# Business Trips

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## Contact & Office Hours

Irena Holanová  
Business trips  
Faculty of Humanities  
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Prague 8  
182 00

**Office: 024**

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**Office hours:**

Office hours are currently cancelled. Any appointment should be arranged in advance.

## Instructions For Delivering Documents

Anything related to business trips is to be delivered to Irena Holanová at the Faculty of Humanities building in Troja (Pátkova 2137/5). You can deliver any documents **personally** or **per post**.

## Instructions For Employees Going On A Business Trip Abroad

- **Before your trip**, you need to create an official **request** in the Sofa 602 online application. The login page for the Sofa 602 application is <https://id.602.cz/QS602ID/Login>, the login e-mail is [cesta@mail.fhs.cuni.cz](mailto:cesta@mail.fhs.cuni.cz). The password is `cesta1`. The request must be delivered on paper. Please **do not forget to sign** the request!

- **During your trip**, please keep all **tickets** and **receipts**.

- **After you return**, you need to create an official **final report**, again in the Sofa 602 online application, and deliver it to Irena Holanová in Troja together with your **travel expense statement**. For creating your travel expense statement, please use the following MS Excel sheet: [Travel Expense Statement](#). Attach all tickets and receipts from your trip and **do not forget to sign** the final report and the travel expense statement form.