
Business Trips

Contact & Office Hours

Bc. Tereza WONGOVÁ

Office: 6005

E-mail: tereza.wongova@fhs.cuni.cz

Phone: +420 251 080 407

Office Hours:

Mo	14:00 - 16:00
Tu	14:00 - 16:00
We	14:00 - 16:00
Th	14:00 - 16:00



Instructions For Delivering Documents

Anything related to business trips is to be delivered to Tereza Wongová at the Faculty of Humanities building in Jinonice. You can deliver any documents **personally** or **per post**. You can also leave them **in the post box "pracovní cesty"** on the fifth floor (there is a special room with post boxes next to the Dean's office). In case the room is locked, the documents can be left **at the reception** in a marked envelope. If you are leaving anything at the reception, please inform Tereza Wongová by email.

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. 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 Tereza Wongová in Jinonice 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.