

Translated from Estonian into English

Directive

Tartu

Approved 30 January 2014, No 1-8/6
Amended: Tartu 11 January 2016, No 1-8/1
New revision approved 10 January 2020, No 1-8/3

Estonian University of Life Sciences:
Procedure of business trips

10.01.2020 No 1-8/3

The directive is approved according to the Statutes of Estonian University of Life Sciences; § 21 and § 40 (2) - (4) of Employment Contracts Act, § 13 (3) 1), § 31 (1) 7) and § 48 (4) 4) of Income Tax Act; and Procedure for the payment of compensation for the expenses related to business trips and the minimum daily allowance rate, payment conditions and order for assignments abroad by the Government of the Republic, Procedure No 110, from 25.06.2009.

1. GENERAL PROVISIONS

1.1 The procedure for business trips (hereafter: the procedure) at Estonian University of Life Sciences (hereafter: the employer or the University) shall regulate the conditions and procedures for staying on business trips.

1.2. Business trip is a specified period of time the employee travels on arrangements of the employer, to perform work related tasks outside the regular place of performance of work prescribed by the employment contract.

1.3 An employee may not be sent on a business trip for longer than 30 consecutive calendar days, unless the employer and the employee have agreed upon a longer term.

1.4 A pregnant woman and an employee raising a child under three years of age or a disabled child may be sent on a business trip only with his or her consent.

1.5 During the business trip the employee will be paid their salary according to the general regulations.

2. BUSINESS TRIPS for EMPLOYEES

2.1 Business trips are based on a travel order approved by the employer's representative and signed by the authorizing employee for financial resources. The travel order is prepared and maintained in the University's document management system.

2.1.1 Travel orders must be registered in the document management system of the University at least 24 hours prior to the business trip.

2.1.2 The travel order must indicate the destination of the business trip (domestic or abroad), the duration and task to be performed, and the rates of compensated costs and daily allowance to be paid. The start and end of the business trip may be determined, if necessary, by the specific time of day.

2.2 An employee is entitled to compensation of possible expenses incurred in the performance of duties during a business trip in advance at least 2 workdays before the business trip. In this case, the employee going on the business trip shall state on the

travel order the amount of the advance payment and the type of expenses (daily allowance, accommodation, etc.) for which the advance payment is requested, indicating the bank and the account No to which the money is to be transferred.

2.3 The contracting authority may get advance payment for the expenses related to business trips (e.g. tickets, insurance, etc.) if the travel order is submitted. The travel order has to be linked with the cost document (e-invoice) submitted by the relevant contracting authority in the purchase invoice menu item of the document management system.

3. REPORTS AND COMPENSATION for EXPENSES of BUSINESS TRIPS

3.1 The employee will draw up a report on the expenses of the business trip (hereafter: report, Annex 1) after returning from the business trip, concerning the task performance and the expenditure incurred.

3.2. The payment of expenses shall be based on the report, submitted in the document management system and signed by the authorizing employee for financial resources, with the expenditure documents attached.

3.2.1 In case of project costs, if the project funder requires the project expenditure documentation to be kept on paper, the cost documents must be submitted to the finance department with a paper cover letter, with a reference to the report number specified above.

3.2.2 The report, with the cost documents relating to the expenditure, must be submitted to the accounting unit not later than 7 working days after the end of the business trip.

3.3 The employee shall be compensated for documented travel, accommodation and other expenses related to the task of the business trip, and shall be paid a daily allowance for the duration of the business trip abroad for at least at the minimum rates provided for in this procedure.

3.4 Travel expenses in foreign currency shall be compensated on the basis of the daily exchange rate of the European Central Bank in force on the working day following the day on which the business trip was completed, or on the basis of the actual expenses of the employee. Exchange rates non-fixed in the European Central Bank are calculated on the basis of the daily exchange rates fixed by Oanda Corporation on the working day specified above.

3.5 If the expenses are compensated (incl. partly) by third parties, the employee shall complete a report of all expenses and confirm the financing of the specific expenses by the third party.

Compensating travel expenses

3.6 Travel expenses to and from the place of the business trip shall be compensated on the basis of the travel document or tickets submitted by the employee.

3.7 The cost of booking tickets, airport, passenger and departure charges shall be compensated on the basis of a document certifying the cost, or a note to the ticket.

3.8 In case of a private car, the expenses compensated according to cost documents are the costs of the use of the car (fuel, parking, tolls, ferry tickets, etc.), except for repair and maintenance. A personal car is a passenger car used by the employee that is not owned or held by the employer. The date of the receipted fuel bill may differ from the period of the business trip, but may not exceed seven calendar days from the date of beginning or completion of the business trip. Fuel consumption must be in proportion with the distance travelled during the business trip.

Compensating other expenses

3.9 Accommodation costs shall be compensated on the basis of the document certifying the expenses.

3.10 Travel insurance and visa costs shall be compensated to the employee on the basis of a copy of the insurance policy or a copy of the visa or other document certifying that expense.

3.11 Other expenses incurred in the performance of the task of the business trip (luggage transport, intracity travel, communication services, etc.) may be reimbursed only on the basis of supporting documents.

Daily allowance for business trips abroad

3.12 The minimum rate of daily allowance for a business trip abroad is 22.37 euros per day. The maximum amount of daily allowance for business trips abroad is 50 euros of the first 15 days, but for a maximum of 15 days per calendar month, and 32 euros for each subsequent day. Any excess above the tax-exempt limit will be taxed as labour costs.

3.13 The daily allowance for the day of the departure of the business trip abroad shall be paid if the outbound transport departs by 21:00 the latest. The daily allowance for the arrival day of the business trip abroad is paid, if the transport arrives after 3:00 pm.

3.14 If the day of arrival is the day of departure to another business trip abroad, the daily allowance is paid as a single rate.

3.15 The daily allowance may be reduced by up to 70% if the employee is provided with free meals while on the business trip.

4. IMPLEMENTING PROVISIONS

The Directive enters into force from the date of notification and will apply from 1 January 2020.