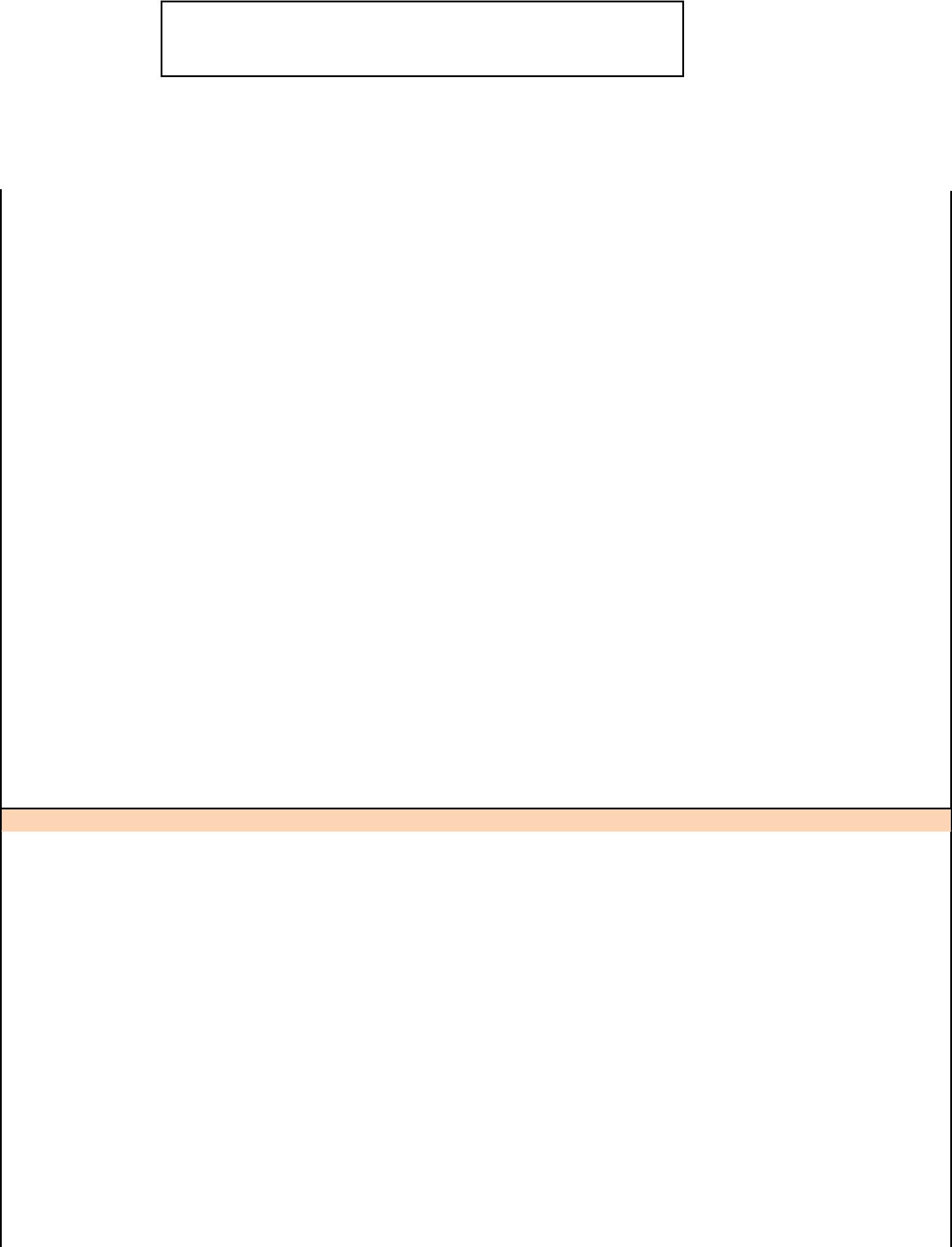
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **CESTOVNÝ PRÍKAZ č.** | | | | | **/202..** | | | | | | | | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
|  |  | 1. Zamestnávateľ |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | Osobné číslo | | |  |  |  |  |  |  |
|  |  |  | Katolícka spojená škola sv. Mikuláša | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Útvar | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Duklianska 16, 08001 Prešov | | | | | |  |  |  |  |  |  |  |  | Telefón | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2. Priezvisko, meno, titul zamestnanca: | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Normálna pracovná doba | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | od: 7:30 | |  |  |  | do: 15:30 | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 3. Bydlisko: | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Začiatok cesty | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  |  |  | |  |  |  |  |  | |  | |  |  |  |  |
|  |  | (miesto, dátum, hodina) | | | |  | Miesto konania |  | Účel a priebeh cesty | | | | | | | |  |  |  | Koniec cesty (miesto, dátum) | | | | | | |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Dohodnuté prerušenie pracovnej cesty | | | | | |  | od / | | / | | |  |  |  | hod. do / | | | | / | |  |  | hod. | |  |
|  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 4. Spolucestujúci: | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 5. Určený dopravný prostriedok: | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  |  | | | |  |  | | | | |  |  | | |  |  |  | |  |  |
|  |  | 6. Predpokladaná čiastka výdajov v € | | | | |  | Dohodnutý preddavok na žiadosť zamestnanca | | | | | | | | | | | | | | |  | € | | |  |
|  |  |  |  |  |  | |  |  |  |  |  |  |  | | | | |  |  | |  |  |  |  |  |  |  |
|  |  | 7. Povolená záloha v € | | | | | vyplatená dňa: |  |  |  |  |  | pokladničný doklad číslo: | | | | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  |  |  | | |  |  | | | | |  |  | | |  | | | |  |  |
|  |  | Podpis pokladníka | | | | |  |  | Dátum a podpis zamestnanca oprávneného k povoleniu | | | | | | | | | | | | | | | | | |  |
|  |  | Správa o výsledku pracovnej cesty bola podaná dňa so | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | spôsobom vykonania súhlasí: | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | dátum a podpis zodpovedného pracovníka | | | | | | | | | | | | |  |
|  |  | **RNDr. Marcel Tkáč, riaditeľ školy** | | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 8. VÝDAVKOVÝ / PRÍJMOVÝ DOKLAD č | | | | | |  |  |  |  |  | **SÚHLAS zamestnanca** | | | | | | | |  |  |  |  |  |  |  |
|  |  | Účtovná náhrada bola preskúmaná a upravená v € | | | | | |  |  |  |  |  | ( § 57 Z. z. 311/2001 Zákonník práce ) | | | | | | | | | | | | | |  |
|  |  | Vyplatený preddavok | | | | |  | € |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Doplatok - Preplatok | | | | |  | € |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  |  |  |  |  |  |  | | | | |  |  | | |  | | | |  |  |
|  |  | Slovom | | | | |  |  |  |  |  |  | podpis zamestnanca vyslaného na pracovnú cestu | | | | | | | | | | | | | |  |
|  |  |  |  |  |  | |  | |  | |  | |  | | | | |  |  | |  |  |  | | |  |  |
|  |  |  |  |  |  | |  | | | |  | | | | | | |  |  | |  |  |  | | |  |  |
|  |  | Dátum a podpis pracovníka, ktorý | | | | | Dátum a podpis pokladníka | | | | Dátum a podpis príjemcu | | | | | | | | | |  |  | Schválil | | | |  |
|  |  | upravil vyúčtovanie | | | | |  |  |  |  |  |  | (preukaz totožnosti) | | | | | | | | (dátum a podpis) | | | | | |  |



**DOKLADY PREUKAZUJÚCE NÁKLADY PRACOVNEJ CESTY**

Tu nalepte cestovné lístky, prípadne iné doklady k vyúčtovaniu pracovnej cesty, alebo uveďte výpočet cestovných náhrad

[www.zsgmik.sk](http://www.zsgmik.sk)

**VYÚČTOVANIE PRACOVNEJ CESTY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Odchod - Príchod | |  |  | Začiatok a | Cestovné |  |  | Potrebné |  |  |
|  |  | Použitý dopravný prostriedok | Počet km |  |  |  |  |
|  |  | Miesto rokovania | | (1 | (2 | koniec | výdavky |  |  |  |  |
|  |  |  |  | Stravné | Ubytovanie | vedľajšie | Celkom | Upravené |
| Dátum |  |  |  |  |  | pracovné- | a miestna |
|  |  |  |  |  |  |  | výdavky |  |  |
|  |  |  |  |  |  | ho | preprava |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | výkonu |  |  |  |  |  |  |
|  |  |  |  |  |  | € | € | € | € | € | € |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | CELKOM |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | PREDDAVOK | |  |  |  |  |  |
| 1) Uvádzajte v skratke: | | | |  |  |  |  |  |  |  |  |  |
|  |  | DOPLATOK - PREPLATOK | | |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| O - Osobný vlak | |  | AUS - auto služobné |  |  |  |  |  |  |
| R - Rýchlik | |  | AUV - auto vlastné |  |  |  |  |  |  |  |  |  |
| A - Autobus | |  | MOS - motocykel služobný |  |  |  |  |  |  |  |  |  |
| L - Lietadlo | |  | MOV - motocykel vlastný |  |  |  |  |  |  |  |  |  |

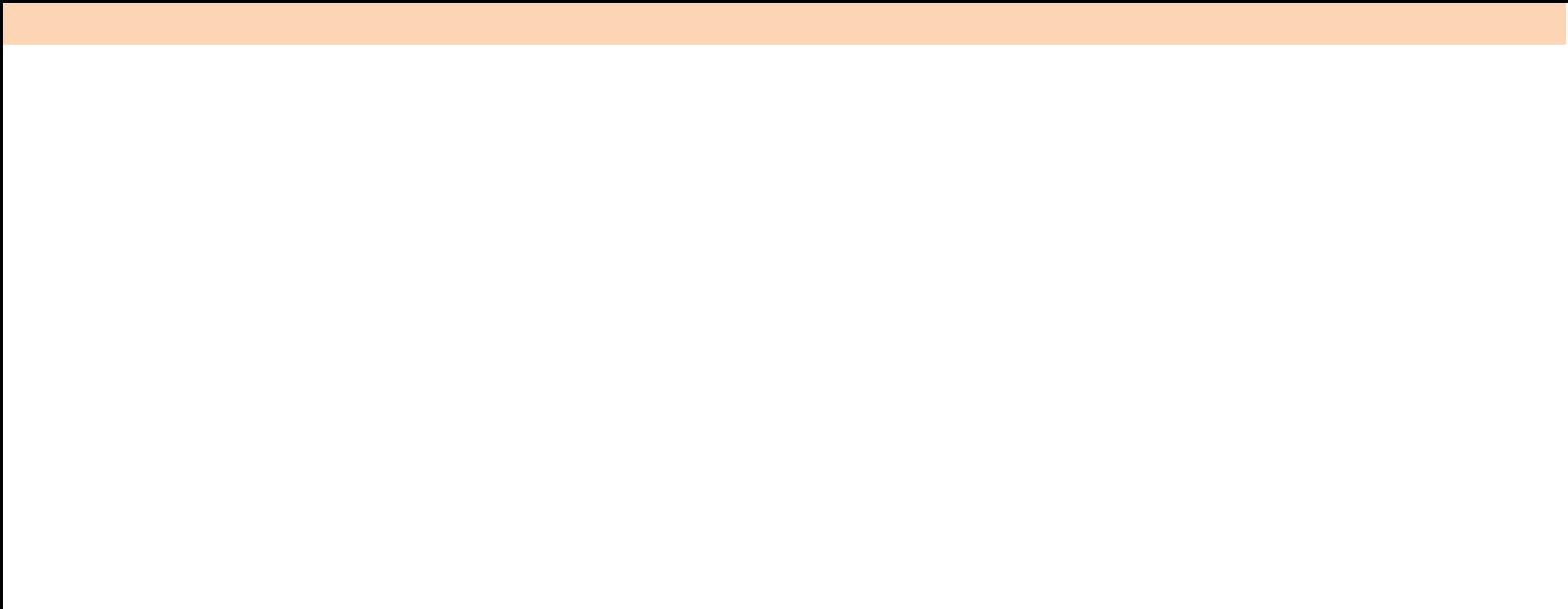
2) Počet km uvádzajte len pri použití iného ako verejného hromadného dopravného prostriedku

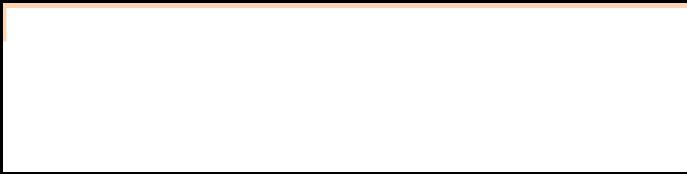


VYHLÁSENIE ZAMESTNANCA v zmysle §5 ods. 9 a §13 ods.10 zákona č.283/2002 Z. z. zákona o cestovných náhradách

Bolo poskytnuté bezplatné stravovanie: áno - nie označte aké stravovanie Vám bolo poskytnuté: raňajky

obed večera



Vyhlasujem, že všetky údaje som uviedol úplné a správne

Dátum a podpis zamestnanca

SPRÁVA z PRACOVNEJ CESTY



priebeh pracovnej cesty



iné skutočnosti v priebehu pracovnej cesty

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Správu predložil: |  | Schválil: RNDr. Marcel Tkáč |  |
|  |  |  |  |  |