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|  |  |  |  |  |  | **CESTOVNÝ PRÍKAZ č.** | **/202..** |  |  |  |  |  |  |  |  |
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|  |  | 1. Zamestnávateľ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Osobné číslo |  |  |  |  |  |  |
|  |  |  | Katolícka spojená škola sv. Mikuláša |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Útvar |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Duklianska 16, 08001 Prešov |  |  |  |  |  |  |  |  | Telefón |  |  |  |  |  |  |  |
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|  |  | 2. Priezvisko, meno, titul zamestnanca: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Normálna pracovná doba |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | od: 7:30 |  |  |  | do: 15:30 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 3. Bydlisko: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | 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: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | 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 |  | € |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | Doplatok - Preplatok |  | € |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | 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 |  |  |  |  |  |  |  |  |  |  |  |
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|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
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|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
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|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
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|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
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|  | Príchod |  |  |  |  |  |  |  |  |  |  |  |
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|  | Odchod |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | CELKOM |  |  |  |  |  |  |
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|  |  |  |  |  |  | PREDDAVOK |  |  |  |  |  |
| 1) Uvádzajte v skratke: |  |  |  |  |  |  |  |  |  |
|  |  | DOPLATOK - PREPLATOK |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| 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 |  |
|  |  |  |  |  |