

The procedure to follow is as outlined below. It is also worth looking at the CSFK's Travel Rules at least once. This is the procedure for 2023.

BEFORE TRAVEL

1. Travel authorization form

A secondment abroad is authorized by the employer, either at the employee's prior request or by order. In other words, you do not "just" go away, but **you must submit the relevant paperwork beforehand** so that your employer knows where you are travelling and why. For employees, this should always be submitted in the case of a business trip, even if the costs may be covered by others and you are not using CSFK funds! Those employed via assignment contracts (e.g., students) only need to hand this in if their trip uses CSFK funding.

Csillagászati és Földtudományi Kutatóközpont				
H-1121 Budapest, Konkoly-Thege Miklós út 15-17.				
Kérelem hivatalos kiküldetés elrendelésére és utazási előleg igénylésére				
Request form for prior authorization of official travelling abroad and for travel advances				
Kérelmező (utazó) neve, telefonszáma: Traveller's name and phone number:				
Utazás célja (felkeresendő partnert, intézményt, egyéb fontosnak ítélt részleteket): Purpose of travel (partner, institute, additional important data):				
Kérelmező intézetének megnevezése: Traveller's institute:				
Úti cél (város, ország) megnevezése: Destination (city, country)				
Utazás tervezett időpontja (-tól, -ig) / Date:				
Távollét tervezett időtartama / Duration of absence:				nap / days
Utazás módja* / Methode of travel:	<input type="checkbox"/> repülő / plane	<input type="checkbox"/> vonat / train	<input type="checkbox"/> busz / bus	<input type="checkbox"/> gépkocsi / car
Távollét jellege* / Type of absence:	<input type="checkbox"/> kiküldetés / delegation	<input type="checkbox"/> fizetett szabadság / paid time off	<input type="checkbox"/> fizetés nélküli szabadság / unpaid time off	<input type="checkbox"/> egyéb / other
Utazás jellege* / Type of travel:	<input type="checkbox"/> meghívás / invitation	<input type="checkbox"/> konferencia-részvétel, műhely-megbeszélés / conference, workshop	<input type="checkbox"/> MTA egyezményes utazás / MTA coordinated travel	<input type="checkbox"/> ösztöndíj / scholarship
	<input type="checkbox"/> külföldi munkavállalás / working abroad	<input type="checkbox"/> egyéb/other:		
Együtt utazó(k) megnevezése/Co-travellers:				
Terhelendő költségkeret (témaszám) megnevezése: Charged project/financial source:				

Since the CSFK needs to know who is buying airline tickets and why, paying for hotels, when they plan to travel and where, this Request must now be completed and **submitted at the start of the procedure**, usually when ordering airline tickets.

In the case of online conference participation, when you are not travelling, you do not need this: however, if you are paying costs such as registration fees, you must clearly indicate on the Request Form that you are paying for online registration.

2. Budget plan

Another important change compared to previous years is that **all planned and expected costs must be included** in the Travel Request form. So, flight tickets, registration fees, per diem, travel, insurance, everything paid by the CSFK (and CSFK grants), in advance or in arrears, must be listed. This is important because the GI (Financial Directorate) commits to the costs listed here by signing the Travel Request form, and there is no need to attach separate Request forms to the invoices. Here we only expect a budget plan, so you can provide an order of magnitude estimate for local transport, for example. Further, what can only be estimated should be **over-estimated** and costs in foreign currency should be calculated at a higher exchange rate. If an item is overspent compared to the estimate, it will be necessary to complete Request/Order forms to provide financial commitment for the overspending.

If you are booking accommodation **together**, especially if it will be paid for from the same funding, one traveler should budget the full amount and ask for an advance payment, as there will only be one invoice. However, especially for domestic travel, try to ask for an advance/pro forma invoice, which the GI can then pay via bank transfer. This will greatly simplify the payment process.

Costs that are not covered by the CSFK or a CSFK grant, but by another sponsor (e.g., UNKP, INKP, ELTE Tehetséggondozás) should not be included by default. However, **if the success or usability of an external grant is uncertain** at the time of submission of the Travel Request, it is also necessary to indicate those costs here. In this case, state in the Travel Report if external funding has been used after all (see Section 8).

BUDGET				
KÖLTSÉGNEM MEGNEVEZÉSE TYPE OF COSTS	Forint	1 EUR=..... Ft	Egyéb valutánem Other currency	Összesen / Total (Ft)
		397	Valutánem / Currency	
		EUR		
Napidíj (amennyiben a költségkeret, pályázat megengedi, elszámolható napidíj összege maximum 50 EUR/nap lehet): Daily allowance (if the project permits, total accountable daily allowance is maximum 50 EUR/day):				-
Utazási költség / Travel costs:				-
Szállásköltség / Accommodation costs:				-
Egyéb költségek / Other costs:				-
- helyi utazási költség / local transfer				-
- részvételi, regisztrációs díj / registration fee				-
- biztosítási díj / insurance				-
-----				-
-----				-
Mindösszesen / Total:	-	-	-	-
* a megfelelő "X" jellel jelölendő / proper to be marked by X				
Az utazás megkezdése előtt igényelt előleg forintban (az előleg átutalással kerül kifizetésre a kérelmező bankszámlájára): Claimed advance payment in forint before start the journey (advance payment is to be paid by bank transfer to applicant's bank account):				forint
Kérelmező egyéb kérései / Other requests from applicant: Costs of the travel will be covered by the host institution.				
Budapest, 2023. Kérelmező aláírása / Applicant		

3. Advance payment

The Travel Request form can also be used to submit the advance payment request. **The expenses to be paid during the travel should be collected here.** This could be, for example, per diem, accommodation costs if you are paying for a hotel on the spot, local transport (airport transfers, taxis, intra-city transport for work purposes, e.g., hotel-to-location). For local transport, we recommended to buy a weekly pass, as this will result in significantly fewer documents to keep and hand in.

The amount of the advance requested should be entered in the relevant cell, based on the planned costs not yet paid. If no advance is required, enter zero or cross out in the cell. As there have been occasions when a cell has been left blank by mistake, but the employee actually wanted to claim an advance, leaving the cell completely blank will raise an additional questions from the GI.

The completed and signed form must therefore be handed in at the start of the procedure, and the deposit will be wired to the employee's bank account by GI about a week before the trip. If the coverage of some costs is still uncertain, e.g., depending on the outcome of an external application (waiver requests, INKP, etc.), please inform the PI/grant manager and the GI. The figures of the preliminary budget cannot be updated later (see point 2), but the amount of the advance can be adjusted if appropriately justified.

In all cases, completed documents and supporting documents must be submitted to GI on paper. If you have any questions, don't hesitate to contact the following addresses for information on completing the forms and invoices:

- szamvitel@csfk.org – general information, travel covered by the **institutional** budget
- palyazat@csfk.org – general information, travel covered by **grant** budgets
- posgay.zsofia@csfk.org – specific questions on travel accounting

In the case of grant funding, it is always necessary to consult directly with the proposal leader (Principal Investigator) about the funding of the travel.

There are other important rules for advances. Firstly, only one advance can be assigned to a traveller at a time. If you wish to receive **advances for trips very close in time**, so that the second one will have to be transferred before the first one is accounted, you must notify accounting/számvitel (and, in the case of grant funding, the grant administrators) in advance at the above email addresses to get approval for this individually.

The second is that the advance must be cleared within 30 days of the date of its payment, as after that date it becomes taxable income. In practice, therefore, we ask you to submit the expenses accounting within one week of your return (see point 9). **In the case of a longer trip (3 weeks or more)**, you should also notify számvitel (and the grant

managers) in advance so that the advance payment and accounting can be organized for you in an individual procedure.

3. Per diem

A daily allowance of **up to a gross amount of 50 EUR/day** may be paid for the duration of the trip for every day when you're abroad for at least eight hours. This is always in EUR, even if the destination country uses a different currency. Of course, the budgetary resources and the per diem rate for grants are not infinite, so it is possible to deviate (downwards). To this end, however, the start and end dates of the posting must be recorded: more than 4 hours on the start and end days is already deductible, but only 50% of the daily allowance is payable. In practice, the departure and arrival times of the flight/train are used as the outward and inward border crossing times. For easy proof of this, **we require a copy or printout of the tickets or boarding passes upon arrival**. If you check in online or via an app, make a screenshot before boarding a flight because many apps don't store the boarding passes after that!

The daily allowance is paid gross to the CSFK **employees** and is then accounted (netted) after returning home and the submission of the Travel Arrangement form, so that the total employee contributions (deducted from 70% of the daily allowance) will be deducted from the next monthly salary. In the case of an **assignment or voluntary contract**, the net amount will be paid. Please indicate in a note on the advance payment request document if

- traveler has an **assignment or voluntary contract** with the CSFK,
- the name of the assignee/volunteer and the bank account number to which the advance is to be paid.

If a traveller has been in more than one country on the same day, they may be paid the daily per diem for the country in which they have been for longer. If the posted person receives meals free of charge (e.g., breakfast included in the price of the hotel, lunch provided at a conference, or even hospitalisation) - their per diem shall be reduced by 10 % for breakfast, 30 % for lunch and 30 % for dinner.

4. Flight tickets

Tickets can ONLY be purchased through our procurement partner, Ticketair Menetjegyiroda Kft. (Zsolt Illyés, ticketair@ticketair.hu). He can recommend routes, book seats on pre-selected flights, arrange travel insurance and flight cancellation insurance. He always sends you a trip/price offer first, which you can consider, but he typically expects a reply within the day if you accept. Always consult with the PI or head of the institute before asking for an offer if you are planning a trip. The Ticketair invoice must be submitted to the PI for signature together with a Request and the Travel Request (for

amounts over 200 000 HUF, a Purchase Order form is also required: this is typically issued by the PI.)

If a flight ticket must be bought before the other costs are known, it can be submitted with a Request form, but please indicate on the Request that it will be linked to a travel and that the Travel Request will be submitted later.

5. Accommodation

ONLY accommodation invoices issued **to the name and address of the CSFK** can be declared. This essentially excludes Airbnb bookings, for example. Generally, you should choose accommodation recommended by the organizers or make a reservation via ticketair. In the case of pre-paid accommodation, it is advisable to ask for a pro forma invoice, based on which the GI will transfer the price. Otherwise, you should choose a flexible cancellation option, **payable on arrival, and pay from the advance payment**. If necessary, employees can pay for accommodation at their own expenses, which will be reimbursed on presentation of a CSFK invoice, but we strongly recommend to pay by bank transfer or from the advance. Booking.com is not recommended as it does not issue a proper invoice and the accommodation itself may or may not be able to issue its own.

It is also advisable to meet the minimum invoice requirements in the case of a pro forma invoice, i.e., to provide the partner with the CSFK details to issue the pro forma (see Section 6). If the company is unable to provide a pro forma invoice, this should be reported to the Principal Investigator and to the GI.

BEFORE AND DURING TRAVEL

6. Invoices and receipts

Reimbursement may be made for expenses supported by invoices or receipts. For HUF-based domestic expenses (e.g. airport taxi, bus ticket), you **MUST** always have a VAT invoice with tax number (useful tip: at Főtaxi you no longer need to fill in the VAT invoice by hand, they will issue and email you the invoice based on the first eight digits of the tax number (15300320-2-43).)

In the case of foreign hotel invoices, accommodation expenses, **an invoice with the name, address and VAT number** of the CSFK must be issued.

HUN-REN CSFK

1121 Budapest, Konkoly-Thege Miklós út 15-17.

Hungary

HU15300320

(The abbreviation CSFK doesn't need to be expanded or anglicized, nor does Konkoly Observatory need to be added, it's fine just like that.) If possible, the hotel's own tax number should also appear on the invoice.

For public transport, if it is possible to enter the details of the CSFK, e.g., for a pre-booked bus/train ticket, it's advisable to do so. **The tickets themselves should always be kept.** Keep the receipts as well if you have separate ones. Basically, there should be some paper with date, value, currency, some identification of what it is and where it came from. We can only reimburse you if we have at least some basic information, e.g., when and where you bought a ticket and how much did it cost. If the length of your trip allows, buy a weekly ticket, season ticket, or top-up chip card instead of single tickets, which will significantly reduce the administrative burden.

7. Cars

Renting a car: BEWARE, **almost nowhere** will you get an invoice in the name of the CSFK instead of the renter (credit card/driver's license holder), certainly not in the US! If you are planning to rent a car, you should contact Ticketair, check with them, what they can book for you and for how much. They will issue a voucher and a proper invoice for that to the CSFK, which you should submit.

If you use your own car:

- CSFK **employees** can claim car use for their **own car or the car of a close relative** (spouse, parents, adult child),
- Those with **assignment contracts** with CSFK may only claim the use of **their own car**, over the duration of the contract.

After completing the appropriate form, the CSFK will reimburse the travel expenses as a flat-rate fee. In addition to this document, the following are required (scanned and emailed to the applicant, saved on the server, so that they only need to be submitted at the first car declaration, except in the case of a change of address):

- registration document (forgalmi engedély)
- registration card (törzskönyv)
- certificate of vehicle liability insurance (kgfb igazolás)

It is also necessary to justify the route, e.g., by using Google Maps or iOS Maps or Waze apps, or by using viamichelin.com route planning to choose the most cost-effective way to get there, considering the shortest route/fastest route. This should be printed out and attached to the completed forms on paper.

Additional information to Sections 2-6: as the Request form does not constitute a financial commitment, any costs exceeding HUF 200.000 per company will require the preparation of a Purchase Order.

AFTER TRAVEL

8. Travel report

Once you get home, there are two things to do. Firstly, you should briefly describe, in at least 3-5 extended sentences, **the purpose and outcome of your trip**. In addition, if no costs were incurred (zero cost estimate was submitted in the first place, or if the costs were paid by another organisation compared to the cost estimate), this should also be stated in a sentence. Also indicate in the travel report whether the conference was attended online or in person (as in the Travel request).

This is the easy part, that's what the **Travel Report document** is for.

Scientific travel report		Annex 1.
Traveler data:		
Name:		
Title:		
Employer:		
Funding source / Project ID:		
Travel conditions:		
Time of the trip (from day: to day: ; hour, minute):		
Destination (country, city):		
Host institution:		
Purpose of the travel:		
Description and results of the trip:		

9. Expenses accounting

The other task is to prepare the **cost accounting**. From now on, you will no longer have to fill in the big ugly grey and white Excel form, but this new simplified form:

Külföldi kiküldetés-elszámolás / Travel arrangement					
Szervezeti egység / Institute					
Kiküldött neve / Traveller's name					
Kiküldött beosztása / Traveller's position					
Kiküldetés szakmai célja (röviden) / Scientific purpose of the travel (short)					
Kiküldetés helye / Destination					
Utazás módja / Method of travel					
Finanszírozás / Project/Financial source					
A kiküldetés ideje / Date	tól (év, hó, nap) / from (yy.mm.dd)	ig (év, hó, nap) / till (yy.mm.dd)			
Határátlépési adatok (oddtól) / Border crossing (to)	(hónap, nap) / (mm. dd)	(óra/perc) / (h:m)			
Határátlépési adatok (vissza) / Border crossing (back)	(hónap, nap) / (mm. dd)	(óra/perc) / (h:m)			
Felvett előleg összege / Taken advance money	€				
NAPIDÍJ ELSZÁMOLÁS / PER DIEM	Napok száma / Number of days	Napidíj összege/ nap sum of per diem/day	Valuta neve / Currency	Összesen valutában Total	
			EUR	0,00	
FELMERÜLT KÖLTSÉGEK TÉTELESEN / LIST OF COSTS					
Sz / Nr	Bizonylatszám / Invoice number	Összeg / Amount	Valuta neve / Currency	Felmerülés ideje (dátum) / Date of invoice (date)	Költség típusa (megnevezés) / Cost category
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Megjegyzés / Notice:					
Kelt: Budapest, 2023.					
			0	kiküldött / traveller	

The top of the form should be filled in as indicated and **the bottom should list the eligible costs** incurred during the trip. Each line here represents an invoice, receipt or ticket, which must also be attached.

I usually make photocopies of thermal paper receipts and the documents that seem to be prone to destruction, so that they have some legible trace later. Where a chip card has to be purchased, I submit the receipt and a photocopy of the card.

If costs have been incurred which were **not included in the cost plan** or which exceeded a planned cost limit, they must be accompanied by a Request (under 200 000 HUF) or a Purchase Order (over 200 000 HUF) from for reimbursement. These can be reimbursed grouped by cost item, e.g. 6 Tokyo subway tickets as local transport.

Csillagászati és Földtudományi Kutatóközpont
H-1121 Budapest, Konkoly-Thege Miklós út 15-17.

Igénylés eszközök, szolgáltatások beszerzésére*
Request for purchase of goods and services*

Kérem, hogy az alább megnevezett eszközöket beszerezni, a beszerzés/szolgáltatások igénybevételét engedélyezni, a beszerzéséhez előlányt folyósítani sziveskedjen
I request for authorization and procurement of following goods and/or services and provide financial supplies for its settlement

A beszerzeni tervezett eszköz, szolgáltatás megnevezése: Goods and/or services to be purchased:			
A beszerzés jellege Type of purchase entry**:	Készletbeszerzés**: Inventory	<input type="checkbox"/>	<input type="checkbox"/>
		szakmai anyag beszerzése (K311) purchase of professional material szakmai felhasználású vegyszerek beszerzése, a tevékenységet segítő és a napi, rendszeres tájékoztatást szolgáló, papíralapú eszközök - könyvek, folyóiratok, jogi információk, napilapok, folyóiratok - beszerzése, az olyan informatikai eszközök, elektronikus könyvek, egyéb információhordozók beszerzése, amelyek a tevékenységet legfeljebb egy évig szolgálják, egyéb szakmai tevékenységet segítő anyagok beszerzése // purchase of chemicals for professional use; paper-based tools - books, gazettes, legal information, newspapers, periodicals - supporting the activities and providing daily, regular information; purchasing IT equipment, electronic books and other information carriers that serve the activity for up to one year; purchasing other materials supporting professional activities	üzemeltetési anyag beszerzése (K312) purchase of material of operation az irodai papír és a nyomtatványok beszerzése, minden irodai célt szolgáló anyag beszerzése, a nyomtatási, sokszorosítási feladatokkal összefüggő anyagok így különösen festék, festékpatron beszerzése, a tüzelőanyagok, folyékony és gázemelő energiáhozozók, járművekhez hajtó- és kenőanyagok beszerzése, a ruházati közhétségű nem szerepeltethető munka- és védőruha beszerzése, valamint mindazon anyagok beszerzése, amelyek nem számoltathatók el szakmai anyag beszerzéseként // purchase of office paper and printed matter, all materials for office purposes, materials related to printing and reproduction tasks, in particular toner and toner cartridges; purchase of fuel, liquid and gaseous energy carriers, propellants and lubricants for vehicles, the purchase of working and protective clothing which cannot be included in the reimbursement of clothing expenses, and all materials which are not eligible as professional material
Szolgáltatás igénybevétele**: Service**:		<input type="checkbox"/>	
Kiküldetés kapcsolódik hozzá? **: Linked to travel? **:		IGEN / YES	<input type="checkbox"/>
Beruházás, felújítás**: Investment, renovation**:		<input type="checkbox"/>	<input type="checkbox"/>
		beruházás / investment rendelhető, hogy a tevékenységet tanósan, legalább egy éven túl szolgálja, értéktartó // budgetable //	felújítás / renovation az elhasznált tárgyi eszköz eredeti állaga (kapacitása, pontossága) helyreállítását szolgáló, időszakonként visszatérő tevékenység; felújítás a korszerűsítés is, ha a tárgyi eszköz

Always indicate your name and the related travel on the Request form. GI will also ask you to include the following on any invoices generated during the trip, as this information is not always clear, especially if you are travelling with several people:

- the invoice must indicate who paid it (name) and by what means (treasury card/own card/cash), written on it, attached to it in some form,
- or fill in a Statement form (private payment statement) with these details.

It is important that these documents are signed and delivered **promptly after arrival, but no later than 8 days**. It is not worth delaying, as you may still receive questions from GI staff. At the same time, if you have questions about what paperwork is needed in the settlement, they will also review it with you and tell you what else to fill out.

The accounting is always based on the daily exchange rates of the Hungarian National Bank, set by law, which may differ from the exchange rates of the bank debits.

When the accounting is done, you will either be wired the excess amount over the advance, or you will be notified if you have spent less than the advance and need to wire money back to the CSFK (to here):

Magyar Államkincstár (MÁK), 10032000-01730841-00000000; note: „XY (name) travel advance difference”

We also provide a brief checklist on the next page.

CHECKLIST

Before travel:

- Drawing up a budget, consulting with the project manager.
- Completion of the **Travel Request** with a full budget estimate, submission of the first invoices and request for an advance payment. Signature: applicant and authorizing person (PI or director).
- Travel: order air tickets from **ticketair** (train and bus tickets can also be purchased directly with a CSFK account, e.g., MÁV-Start, Volánbusz, Flixbus).
- Booking accommodation.

During travel:

- Collecting tickets, boarding passes, receipts and invoices.
- Major expenses, e.g., hotel: obtaining a complete CSFK invoice, or
- obtaining **(final) invoices** for pro forma invoices (these are to be filled out accurately with CSFK and partner details), e.g. hotel, registration fee final invoices.

After travel:

- Writing the **travel report**.
- Completing the **expenses accounting**.
- Filling out **Requests/Purchase Orders** for expenses where needed.
- Submission of the completed travel accounts package to the PI/director for signatures.
- If the advance received has not been fully spent, transferring the difference calculated by GI back to the CSFK.

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Changes:

10/03/2024: name in the billing address changed to HUN-REN CSFK.

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06/07/2023