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Ministry of Labour, Social Affairs and Family of the Slovak Republic

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Manner and form of sending employees on a business trip

The employer **shall specify in writing**:

- where the business trip starts;
- place of work performance;
- duration;
- type of transportation; and
- where the business trip ends;

In practice, various forms are used for sending employees on a business trip and for laying down the conditions of business travel, such as 'Travel order' or 'Business trip instruction'.

The Act on travel allowances does not require employers to use a specific form as a binding form.

It is up to each employer to decide whether they will use a standard form available on the market or they will draw up their own form (using a structure, format and content of their choice).