

## This website uses cookies

We use cookies to improve our services. Read information about how we use cookies and how you can reject them by setting your browser. [Cookies statement](#)

[Accept](#) [Reject all](#)

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

---

[English](#) > [Labour and Employment](#) > [Labour code](#) > [Travel allowances](#) > Manner and form of sending employees on a business trip

---

## 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).