

## Instructions for filling in the Excel workbook

The workbook consists of 8 sheets out of which you will first have to complete the first (to be accessed by clicking on tab 1) in order to get a quotation from the University's Procurement and Logistics Office. **For the time being, you should use the Hungarian version of the Excel Workbook in order to make sure that information once you have typed in is carried to the other worksheets.** Please use the two worksheets (1 and 4) that are also available in English and the attached guidelines for reference only.

### In the first worksheet

- The date of birth in Row 8 should be given in the format of yyyy. mm.dd.
- The type of travel document in Row 10 should be selected from the dropdown menu at the right: „útlevel” meaning passport and „személyi igazolvány” meaning ID card.
- The valid by date in Row 12 should be given in the yyyy.mm.dd format.
- The hotel name and address in Row 24 should only be provided if known (if not, please provide other relevant information (check-in and check-out dates, etc.)).
- The check-in and check-out dates in Rows 25 and 26 should be provided in the yyyy.mm.dd format.
- The type of room in Row 28 can be selected from the dropdown menu at the right: „egyágyas meaning single, „két különálló ágyas” meaning double with two single beds, „franciaágyas” meaning double and „kétágyas egy fő részére” meaning double for single use.
- The board base in Row 29 should be chosen from the dropdown menu: „reggelivel” meaning with breakfast, „reggeli nélkül” meaning without breakfast.
- You can choose from the dropdown menu whether you request internet connection in Row 30.
- For the travel destination in Row 34 the country should be provided in Column A and the city in Column D.
- For the outbound journey in Row 35 Column B should contain the places of origin and destination, the flight number (if available) should be provided in Column C, the date (yyy.mm.dd) in Column D and the time (hh.mm) in Column E.
- For the inbound (i.e. return) journey in Row 36 the same instructions apply as for Row 35.
- You should select in Row 37 Column D from the dropdown menu whether you need insurance for the flight: „igen” meaning yes and „nem” meaning no.
- In Row 39 you can specify whether you need transfer for the outbound journey: if you travel in Hungary you should provide the address and the exact time of departure in Column B and the address of arrival in Column C. If you need transfer abroad, you can choose „yes” or „no” from the dropdown menu.
- The same can be done for the return journey in Row 40.

- In the dropdown menu in Column 41 you can specify whether you need additional luggage.
- For filling in Rows 46, 47 and 48 see instructions at Rows 34, 35 and 36, respectively.
- You can select whether you need a seat reservation from the dropdown menu in Row 49.
- The same applies to sleeping compartment in Row 50.
- For filling in Rows 54, 55 and 56, see instructions at Rows 34, 35 and 36, respectively.
- You can choose from the dropdown menu in Row 59 whether you need travel insurance.
- The format of the date in Rows 60 and 61 should be: yyyy.mm.dd.

In the second worksheet you will have to provide some additional data: the guidelines can be found in the attached Excel sheet (Guidelines for completing Worksheet 2).

You don't need to type any new information in Worksheets 3 I A , 3 I B, 3 II A and 3 II A , every relevant item having been taken over from Worksheets 1 and 2.

The worksheet highlighted in red is the form for the travel report: guidelines for filling it in are available in English.

And finally, you will have to type in only two data in Worksheet 4 (see Guidelines for completing Worksheet 4).

When ready, please do not forget to sign Worksheets 2, 3 I A in Row 27 A and Worksheet 4.