**Contract of travel expenses**

in compliance with Article 1746 sec. 2 of Act 89/2012 Coll., Civil Code

**Univerzita Karlova (Charles University)**

Registered office: Ovocný trh 3-5, 116 36 Prague 1

Section: **RUK**

In the person of: **JUDr. Tomáš Horáček, Ph. D.**

**ID Number: 00216208**

**(henceforth „Faculty“)**

and

**First name and surname**

**Date of birth**

**Address of residence – permanent temporary**

**……………………………            ……………………………**

**……………………………            ……………………………**

**Tax domicile ……………………………**

**(henceforth „the other party“)**

1. The subject matter of the Contract is the liability of the rektorát to cover the other party’s travel expenses:

fares that have been proved necessary to travel from ………………………………………………….………\*\*)  to ……………………………………………………………………….……\*\*) and back\*) by  coach                                                                                                  train   
                                                                                                  car   
                                                                                                  airplane   
 proved costs of accommodation,

subsistence allowance up to the sum according to Part 7, Chapter 2 of Act 262/2006 Coll. (Labour Code)     in its currently valid wording, its implementing regulations, and internal regulations of the Faculty and     Charles University,   
 proved necessary incidental expenses of the other party that have occurred due to the stay **in…………………………………………….…………….............................. from ………………………….……………… to…………….…………………….,where the other party\*\*) …………………………………………...…………………...   
in\*\*) ……………….……………………………………………………………………………………………………………**   
        The other party is obliged to submit documents to prove the costs and expenses to be covered by the Faculty according to the Contract, not late than in 10 days following the completion of the travel. If the other party fails to prove these costs and expenses to the Faculty in 30 days following the completion of the travel, the other party’s right to the amount payable under the Contract will become extinct.

1. \*) The other party, as being a national of a country other than the Czech Republic, declares that in the Czech Republic he/she does not have a permanent place set in order to perform the activity which he/she receives the reimbursement for, and that his/her stay in the Czech Republic in any twelve-month period commencing or ending within the respective income-tax year did not exceed the total of 183 days.
2. The finance to cover the costs and expenses come from …………………………………….
3. The sum of the finance will be paid\*) (a) in cash by the Faculty cashier, (b) on account Nr ……………………………………..……
4. The contracting parties have agreed that the Contract will be issued in three copies, of which two will belong to the Faculty and one to the other party.
5. Both parties have read the wording of the Contract and declare that they understand it, in proof of which they confirm it with their own signatures below.
6. The Contract is valid and in effect since the day of being signed by both contracting parties.

In Prague on ………… ………………… In ………………… on ………… …………………

      signature       signature

\*)      Delete as appropriate. \*\*)     Fill in (e.g. destination, purpose of stay, name of the event that the other party participated at).