**Agreement on cost reimbursement**

Palacký University Olomouc, Faculty of Science

Public university – operation pursuant to Act on Universities no. 111/1998 Coll. as amended

with registred office Křížkovského 8, 771 46 Olomouc

Dean: prof. RNDr. Ivo Frébort, CSc., Ph.D.

ID number: 61 98 95 92

TAX ID number: CZ 61 98 95 92

Bank details: Komerční banka Praha, a.s, pob. Olomouc

Bank account number: 19-1096330227/0100

(hereinafter referred to as „UP“)

and

**Name and surname:**

Place of residence:

Date of birth:

Passport number:

Bank details:

Bank account number:

(hereinafter referred to as „authorized person“)

pursuant to provision of § 1746, sec. 2 of the Act no. 89/2012 Coll., Civil Code as amended have concluded this Agreement on cost reimbursement (hereinafter referred to as “agreement”)

**I.**

1. The subject matter of the agreement is the settlement and payment of costs occurred to an authorized person in connection with his/her participation in an event mentioned in Art. II thereof and his/her activities on behalf of UP at this event (also referred to as "travel expenses").

2. The subject matter of this agreement is the obligation of authorized person to participate in the event referred to in Art. II thereof and to fulfill obligations related to the performance of his/her position at UP.

3. Authorized person will based on this agreement perform duties for UP at the following position of : ..............................

4. Authorized person fully accepts the rights and obligations associated with the activity under para. 3 Art. I, and is responsible for duties related to the activities described in para. 3 Art. I thereof.

**II.**

1. UP agrees to pay travel expenses of the authorized person associated with participation in .............................................................................., which will be held on............................. in ................................. (hereinafter referred to as "event").
2. Travel expenses will be paid from department: ………………………...................., cost center: .................... source .............................., person in charge of cost center: ………............................. .
3. In the matter of application, calculation and reimbursement of travel expenses the parties are obliged to proceed in compliance with law no. 262/2006 Coll., Labour Code as amended, and Methodology Guidelines of the Bursar no. B3-12 / 1-MPK Travel expenses as amended (hereinafter referred to as "MPK").

**III.**

1. Travel expenses will be reimbursed by UP in the extent and conditions stated in MPK as follows:

a) reimbursement of documented travel expenses,

b) reimbursement of documented expenses for accommodation,

c) reimbursement of documented expenses for meals,

d) ...... ..

e) ...... ..

2. The authorized person is obliged to submit travel order for approval to the relevant employee of UP and subsequently all written documents for accounting purposes in order for this agreement to be fulfilled.

3. UP agrees to reimburse travel expenses of the authorized person according to the agreement upon submitting a travel order including all documents proving entitlement to reimbursement of the authorized person. The authorized person is obliged to submit a travel order to UP, written documents, eventually other materials according to MPK within 10 working days from the end of the event. Reimbursement of travel expenses will be executed by one of the following:

a) bank transfer in the account of the authorized person stated in the heading of this agreement,

b) in cash, by the following accounting period after the verification and approval of submitted documents and materials according to Rector's directive no. B3-13/8-SR Circulation and processing of accounting documents for UP.

**IV.**

1. This agreement becomes effective on the date of signature of both parties.

2. This contract is drawn up in two executions (both valid as an original), of which each party shall receive one copy.

3. Relations of the parties not specifically modified and resulting from this agreement shall be governed by the relevant provisions of Law no. 89/2012 Coll., Civil Code, as amended.

4. Any changes to the agreement may be made only in writing by amendments numbered in ascending order signed by both parties.

5. In relation to consignments of authorized person addressed to UP provision no 573 Act no. 89/2012 Coll., Civil Code, as amended will not be used.

In Olomouc on ............................. In ................ on ...........................

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 prof. RNDr. Ivo Frébort, CSc., Ph.D.

 Dean of the Faculty of Science Authorized person