

*Charles University, Faculty of Social Sciences*

**Application for a Contribution to Cover Expenses for a Special Course**

**First and last name:** ……………………………………………………………...

**Date of birth:** …………….…...

**Workplace:** ……………………………………………………………...

**Level of workload at FSV**: ……………………………………………………………...

**Duration of employment relations FSV UK:** …………….…...

**Amount of requested contribution:** …………….…...

**Title of the special course:** ……………………………………………………………...

**Price of the course, incl. VAT:** …………….…...

**A bank account of the employee to which the faculty will issue the invoice for settling the difference in the price of the course:** ………..………. / ………..………. **and the contribution.**

**Date:** ……………. **Employee’s signature:** ………………………..

**Supplement:**

The original of the tax document according to legal regulations - **the invoice** for the course with the included signature by the head of the workplace of FSV UK. The invoice will be issued to the billing address of the faculty ("Charles University, Faculty of Social Sciences, Smetanovo nábřeží 6, 110 00 Prague 1, ID no.: 00216208, tax ID no.: CZ 00216208"). In addition to the invoice data of the organizer, the text also includes the title of the course, price with and without VAT, date of the event and name of the participant - employee.

**Statement by the personnel office:** [ ]  **complies** ………... **/** [ ]  **does not comply x)**

Date: …………….

……………………………………………………………...

**Statement by the account office with an indication of the amount of the contribution:**

Date: …………….

……………………………………………………………...

**Approval by the Secretary of the faculty of the payment of the contribution, coverage of the invoice of the organizer and instruction to issue an invoice chargeable to the employee:**

Date: …………….

……………………………………………………………...

**Confirmation of the account office about receipt of a copy of the application for processing and payment of the amount:**

Date: …………….

……………………………………………………………...

**Confirmation of the account office about receipt of a copy of the application for tax purposes and entry into the wage sheet of the employee:**

Date: …………….

……………………………………………………………...