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**Agreement on Reimbursement of Travel Expenses - a Foreign Expert**

 **(so-called innominate contract)**

**Parties:**

**Charles University in Prague**

**the Faculty of Social Sciences**

Smetanovo nábř. 6, 110 01 Praha 1

Represented by: PhDr. Jakub Končelík, the Dean

IČ 00216208, DIČ CZ00216208

(hereinafter “the FSV UK“)

And

Surname and first name: …………………………………………………..……………………..…….

Address: ………………………………………………………..………….………..………………….

Date of birth: ………………………………………………………………..….…….…….………….

Identity card number: ………………………………………………………………….…...…….…….

Bank account number: …………………………………………………..………………………….….

Telephone number: ……………………………………. E-mail: ……………..…………………..…..

(hereinafter “the expert“)

**concluded on the below stated date, month and year**

**Agreement herein on reimbursement of travel expenses to a person who is not an employee**

in accordance with § 1746 and a pursuing law no.89/2012 coll., civil code, as amended.

 **Article 1 Subject**

The subject of the agreement herein incorporates the fulfilment of mutual contractual obligations regarding the reimbursement of travel expenses incurred in connection with the activities for UK FSV by the expert, who does not perform under labour relations vis-à-vis UK FSV. UK FSV undertakes to reimburse all the travel expenses to the expert, in compliance with the stipulations defined in law no.262/2006 coll., civil code, as amended.

 **Article 2 Rights and Obligations**

The FSV UK undertakes to reimburse the expert for the business trip ………………….………… (*define the objective of the trip, its purpose*)

within the project: ………………………………………….........…..……………. (*define - in detail*)

 scheduled from ………………….………… to ………………….…………

the reimbursement of travel expenses:

 **Yes** **No**

|  |  |  |
| --- | --- | --- |
| Travel charges | [ ]  | [ ]  |
| Accommodation | [ ]   | [ ]   |
| ………………….………… | [ ]   | [ ]   |
| ………………….………… | [ ]   | [ ]   |

Reimbursement of travel are provided in an amount: ………………….…………

The expert undertakes to assemble within 10 working days upon the completion of the business trip all the documentation of expenses incurred during the business trip and to submit the total statement of expenses to the dean’s office; for the accounting purposes, the original copies of all the documents shall be presented.

The UK FSV will reimburse such incurred expenses from the project ………………………………… (*f.ex. – cost centre of the grant, or workplace) to the account of the citizen: IBAN, SWIFT, name of the bank, address of the bank.*

**Article 3 Final Provisions**

The relations not governed by the agreement herein pursue the stipulations in the civil code.

The agreement is made in two exemplars - one is designated for the FSV UK and the other one for the expert. The agreement herein comes into effect upon the signature by both contractual parties.

|  |
| --- |
| I hereby agree to the presented agreement:In Prague on: …….......... Budget transactor: ………………………In Prague on: …….......... Budget administrator: ………………………  |

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

……………………… ……………………………………

Foreign expert PhDr. Jakub Končelík, the dean

 Charles University, Faculty of Social Sciences