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**Agreement for Reimbursement of Travel Expenses of a Foreign Expert**

**(innominate contract)**

**Parties:**

**Charles University**

**Faculty of Social Sciences**

Smetanovo nábř. 6, 110 01 Praha 1

Represented by: PhDr. Alice Němcová Tejkalová, Ph.D, Dean

IČ 00216208, DIČ CZ00216208

(hereinafter “FSV UK“)

And

Last name, first name: …………………………………………………..……………………..…….

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

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

Passport or Identity card number: ………………………………………………………………….…...…….…….

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

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

(hereinafter “the expert“)

**Agreement concluded on the date, month and year stated below for reimbursement of the travel expenses of a person who is not an employee of FSV UK,**

**in accordance with §1746 of Law no. 89/2012 coll., Civil Code of the Czech Republic, as amended.**

**Article 1: Subject**

The subject of this agreement is to establish mutual contractual obligations regarding the reimbursement of travel expenses incurred in connection with activities performed for UK FSV by the expert, who is not directly employed by UK FSV. UK FSV undertakes to reimburse all authorized travel expenses of the expert, in compliance with law no.262/2006 coll., Civil Code of the Czech Republic, as amended.

**Article 2: Rights and Obligations**

FSV UK undertakes to reimburse the expert for expenses incurred during following business trip:

………………….………… (*define the objective of the trip, its purpose*) within the scope of the following project:

………………………………………….........…..……………. (*define - in detail*), travel scheduled from ………………….………… to ………………….………….

Travel expenses authorized for reimbursement:

**Yes** **No**

|  |  |  |
| --- | --- | --- |
| Transportation |  |  |
| Accommodation |  |  |
| ………………….………… |  |  |
| ………………….………… |  |  |

Maximum amount of reimbursable travel expenses: ………………….…………

The expert undertakes to provide to the Dean’s office of FSV UK, within 10 working days of completion of the above business trip, a statement of total expenses and all documentation of authorized expenses incurred during the business trip. For accounting purposes, all documents submitted shall be originals, not copies.

UK FSV will reimburse the authorized expenses from the account of the project ………………………………… (*e.g, the cost centre of the grant, or the workplace) to the following account of the expert*: ………………………………………………………..………….………..…………………………………………………….….

*(IBAN, SWIFT, name of bank, address of bank).*

**Article 3: Final Provisions**

All relations between the parties not governed by this agreement are subject to the provisions of the Civil Code of the Czech Republic.

This agreement is executed in two exemplars, one for FSV UK and the other for the expert. This agreement takes effect upon signature by both parties.

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

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

……………………… ……………………………………

Expert PhDr. Alice Němcová Tejkalová, Ph.D, Dean

Charles University, Faculty of Social Sciences