**Contract for Reimbursement of Costs**

**Palacký University Olomouc**

Public university – mode of existence according to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Higher Education Act), as amended

Address: Křížkovského 511/8, 779 00 Olomouc

Company no.: 61989592

VAT ID: CZ61989592

Represented by:

Contact person:

Bank details: Komerční banka, a.s., subsidiary Olomouc

Bank account no.: 19-1096330227/0100

(hereinafter referred to as “UP”)

and

**First name and surname:**

Address:

Date of birth:

Passport no.:

Bank details:

Bank account no.:

(hereinafter referred to as “authorized person”)

pursuant to the provisions of Section 1746(2) of Act No. 89/2012 Coll., the Civil Code, as amended, enter into this Contract for Reimbursement of Costs (hereinafter referred to as the "Contract"):

**I.**

1. The subject of the obligation under this Contract is the settlement and reimbursement of costs incurred by the authorized person in connection with their participation in the event referred to in Article II of this Contract and their activities for UP at this event (hereinafter also referred to as "travel allowances").
2. The subject of the obligation under the present Contract is also the obligation of the authorized person to participate in the event referred to in Article II of the present Contract and to fulfil the obligations related to the performance of their activities for UP.
3. On the basis of the present Contract, the authorized person will perform the activities for UP as: ......
4. The authorized person fully accepts the rights and obligations related to the activities under Paragraph 3 of the present Article of the Contract and is responsible for the performance of the obligations related to the activities under Paragraph 3 of the present Article of the Contract.

**II.**

1. UP undertakes to pay the authorized person the travel allowances associated with the participation in the..................., which will take place on the day(s) ............... at the venue ............... (hereinafter referred to as the "event").
2. Travel allowances will be paid from ...........................
3. The parties undertake to apply, calculate and pay travel allowances in accordance with Act No. 262/2006 Coll., the Labour Code, as amended, and the UP policies.

**III.**

1. UP shall provide travel allowances to the extent and under the conditions set out in the UP policies, namely:
2. reimbursement of proven travel expenses,
3. reimbursement of proven accommodation expenses,
4. meal allowances,
5. …………,
6. …………
7. The authorized person undertakes to submit (*travel order for approval to the authorized UP employee and subsequently*) written documents for billing as a basis for the performance of this contract.
8. UP agrees to pay the travel allowances to the authorized person according to this contract on the basis of (*submitted travel order and*) documents proving the authorized person's entitlement. The authorized person is obliged to submit to the UP the (*travel order,*) written documents, or other materials according to the UP policies, within 10 working days after the end of the event. The payment of travel reimbursements will be made by wire transfer to the account of the authorized person specified in the header of this contract, no later than in the next accounting period after verification and approval of the submitted documents and documents according to the UP policies.

**IV.**

* 1. The present Contract shall enter into force on the date of its signing by the authorized persons of both parties.
	2. The present Contract shall be drawn up in two copies, each of which shall have the character of an original.
	3. Relations between the parties not expressly provided for in the present Contract and arising from this Contract shall be governed by the relevant provisions of Act No. 89/2012 Coll., the Civil Code, as amended.
	4. Any changes to the present Contract may only be made in the form of written dated and ascending numbered amendments signed by authorized persons of both parties.
	5. Section 573 of Act No. 89/2012 Coll., the Civil Code, as amended, shall not apply in relation to deliveries of the authorized person addressed to UP.

In Olomouc on In …………………. on

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On behalf of UP Authorized person