**Agreement on the Provision of a Contribution to Travel Expenses**

**Guest, per diem**

**Charles University, Faculty of Arts**

Registered office: Ke Karlovu 3, 121 16 Prague 2

ID no. 00216208, Tax ID no. CZ00216208,

Represented by: Ing, Blanka Svobodová, Bursar of the Faculty

Person responsible for implementing this Agreement: …

Workplace: …, Phone: +420 95 155 …, e-mail: …@matfyz.cuni.cz

Accounting order number: ...

(the “FMP CU”)

and

First name and surname: **…**

Date of birth: …

Residing at: …

Country of tax residency: …

Bank account no. …, IBAN …, SWIFT: …, Name of bank: …, Location: …

Phone: …, e-mail: …

(the “Guest”)

in accordance with Article 1746(2) of Act no. 89/2012 Sb., the Civil Code, as amended, and in accordance with Measure of the Dean of the FMP CU no. 2/2024, Rules for providing an allowance for travel, subsistence and incidental expenses to students and other non-employees sent by the Faculty of Mathematics and Physics of Charles University, as amended, have entered into this Agreement on the Provision of a Contribution to Travel Expenses.

**Article I**

**Subject Matter of the Agreement**

1. The FMP CU has invited the Guest as a part of … to participate in … entitled “…”, which takes place from … to … in … (the “event”).
2. The Guest hereby accepts the invitation to participate in the event and undertakes to provide the following performance free of charge as a part of their personal participation: ….

**Article II**

**Contribution to Travel Expenses**

1. The FMP CU undertakes to provide to the Guest a contribution to travel expenses relating to the event in the total amount of CZK/EUR … (in words: … Czech crowns/euros) and to reimburse the Guest for:

\*A flat-rate contribution for each day of the trip amounting to CZK/EUR … in accordance with the terms of the above-specified project / above-stipulated agreement, up to an amount of CZK/EUR …; if the FMP CU has paid some of the expenses specified in this paragraph covered by the flat-rate contribution (accommodation, public transportation fares) to the Guest by directly paying the providers of the services, these are subtracted from the total flat-rate contribution.

\*\*A flat-rate contribution amounting to EUR … for the first and last days of the trip and amounting to EUR … for each additional day of the trip in accordance with Dean’s Measure no. XX/2023, up to an amount of EUR … ;if the FMP CU has paid some of the expenses specified in this paragraph covered by the flat-rate contribution (accommodation, public transportation fares) to the Guest by directly paying the providers of the services, these are subtracted from the total flat-rate contribution.

\*\*\*A flat-rate contribution for each day of the Guest’s trip calculated according to the current rate of the European Commission for per diems published on its web pages https://ec.europa.eu/, up to an amount of EUR …; if the FMP CU has paid some of the expenses specified in this paragraph covered by the flat-rate contribution (accommodation, public transportation fares) to the Guest by directly paying the providers of the services, these are subtracted from the total flat-rate contribution.

1. The FMP CU does not provide an advance deposit for the contribution.
2. In order to reimburse the agreed expenses, the Guest undertakes to submit to the FMP CU via the person responsible for implementing this Agreement specified in the heading of this Agreement all original receipts evidencing the incurred expenses, together with the duly completed billing form, no later than 10 working days after the end of the event the flat-rate contribution to travel expenses must be evidenced by documents showing that the trip was taken and the duration of the trip; the Guest does not evidence the expenses paid for on behalf of the Guest by the FMP CU. If the deadline for submitting the documents lapses, the FMP CU is not required to pay the contribution.
3. The FMP CU reimburses the Guest for the agreed expenses in accordance with paragraph 1 of this article based on the billing carried out under paragraph 3 of this article by bank transfer to the bank account specified in the heading of this Agreement / in cash via the FMP CU’s Cash Office and the agreed expenses under paragraph 1, and e) of this article by direct purchase at the service providers.
4. The FMP CU reimburses the Guest for the agreed expenses under paragraph 1 of this article in CZK/EUR. In the event that the currency referred to in paragraph 1 of this Article differs from the currency referred to in this paragraph, the FMP CU will convert the agreed expenses prior to paying them out to the Guest to the currency referred to in this paragraph according to the respective exchange rate of the Czech National Bank.
5. The Guest declares that they are aware that the provided contribution has not been taxed and that they are responsible for fulfilling their tax duties arising from this Agreement. The Guest also declares that, if they are not a tax resident of the Czech Republic, they are responsible for fulfilling their tax duties arising from these circumstances.

**Article III**

**Rights Associated with the Subject matter of the Agreement**

1. A legal basis for processing the Guest’s personal data is founded on Article 6(1b) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation). The Guest has been acquainted with the information on processing personal data that is available on the web pages:

https://cuni.cz/UK-9056.html.

**Article IV**

**Termination of the Agreement**

1. The FMP CU is entitled to withdraw from this Agreement without providing a reason any time up to the day of the event. The Guest is entitled to withdraw from this Agreement no later than 10 days prior to the start of the event. The withdrawal becomes effective upon delivery of the written notice to the other party using the e-mail address specified in the heading of this Agreement. Upon withdrawal, the Agreement is terminated from the onset.
2. If due to the fault of the Guest the FMP CU is not provided with the performance by the agreed deadline and in the agreed scope, pursuant to Article I of this Agreement, the obligation of the FMP CU to provide the contribution to travel expenses under this Agreement expires. In such a case, the Guest is required to return to the FMP CU without delay, though within five business days of the end of the event, any financial performance that was provided under this Agreement and to reimburse in full any performance that was paid on the Guest’s behalf under this Agreement by direct payment to service providers.
3. If the participation of the Guest on the event is cancelled by the FMP CU or if the FMP CU withdraws from this Agreement in less than 30 days prior to the event and the Guest demonstrates in good faith that they have incurred actual damage relating to incurring the expenses set out in Article II(1) of this Agreement, the FMP CU undertakes to compensate such damage relating to the agreed expenses.

**Article V**

**Other Arrangements**

1. The Guest is required to have travel insurance prior to travelling to the event for the duration of the event.
2. The parties have agreed that any change to the persons responsible for implementing this Agreement specified in the heading of this Agreement does not require a written amendment to the Agreement. Unilateral written information sent to the other party at the e-mail address specified in the heading of this Agreement is sufficient.

**Article VI**

**Final Provisions**

1. This Agreement and any legal relations not regulated therein are governed by the laws of the Czech Republic, in particular, Act no. 89/2012 Sb., the Civil Code, as amended. Any disputes arising therefrom are resolved before the courts of the Czech Republic.
2. If the Agreement is physically signed, it is drawn up in two originals, of which each party receives one original. If the Agreement is signed electronically, each party receives one electronic original.
3. This Agreement is entered into and comes into effect on the day of its signing by the second party.
4. Both of the parties declare that they have read the text of the Agreement, that they have understood its content, and that they agree to it, in witness whereof, they attach their signatures below.

|  |  |
| --- | --- |
| In Prague, on ……………………… | In …………………… on ………….. |
| …………………………………………..FMP CU | ………………………………………….Guest |

**Pro interní potřebu MFF UK**

Potvrzení že byly překontrolovány skutečnosti uvedené v dohodě a jsou správné, a že na příslušné zakázce (XXXXXX) jsou finanční prostředky.

vedoucí pracoviště

V Praze dne ……………………………, jméno a příjmení, podpis ………………………………………………

příkazce operace

V Praze dne ……………………………, jméno a příjmení, podpis ………………………………………………

správce rozpočtu

V Praze dne ……………………………, jméno a příjmení, podpis ………………………………………………