**Agreement on the Provision of a Contribution to Travel Expenses  
Student, 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 “Student”)

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 the Provision of a Contribution to Travel Expenses for Students and Other Non-Employees of the Faculty of Arts, 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. As at the day of signing this Agreement, the Student is a student of the FMP CU and contributes to the project … (the “project”).
2. The FMP CU and the Student have agreed that the Student will take a study visit as a part of the project according to the following parameters:
   1. Dates of the visit: …
   2. Objectives of the visit: …
   3. Purpose of the visit: …

(the “study visit”).

**Article II**

**Contribution to Travel Expenses**

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

\*A flat-rate contribution for each day of the visit amounting to CZK/EUR … (in words: … Czech crowns/euros) in accordance with the terms of the above-specified project / above-stipulated agreement, up to the amount of CZK/EUR … (in words: … Czech crowns/euros); 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 Student by directly paying the providers of the services, these are subtracted from the total flat-rate contribution.

\*\*A flat-rate contribution amounting to EUR … (in words: … euros) for the first and last days of the visit and amounting to EUR … (in words: … euros) for each additional day of the visit in accordance with Dean’s Measure no. 2/2024, up to an amount of EUR … (in words: … euros); 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 Student 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 Student’s visit according to the current rate of the European Commission for per diems published on its web pages [https://ec.europa.eu/](about:blank), up to an amount of EUR … (in words: … euros); 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 Student 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 Student 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 Student to the currency referred to in this paragraph according to the respective exchange rate of the Czech National Bank.
4. The Student 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 Student 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**

**Termination of the Agreement**

1. This Agreement is terminated on the day:
   1. the project ends, or
   2. the Student’s participation in the project ends, or
   3. the Student ends their studies at the FMP CU, or
   4. upon delivery of a withdrawal notice in writing, in accordance with the terms set out in paragraph 2 of this article by one of the parties to the other party,

whichever occurs first.

1. If the study visit was not taken by the Student in the parameters agreed upon in Article I(2) of this Agreement or if it is decided to cancel support of the project prior to commencing the study visit or if the Student stops being a student of the FMP CU prior to the end of the study visit or if the Student breaches any of the obligations arising from this Agreement and the FMP CU withdraws from this Agreement for this reason, the obligation of the FMP CU to pay the agreed expenses under Article II of this Agreement expires. In such a case, the Student is required to return to the FMP CU without delay, though within five business days of the moment the circumstance occurred based on which the obligation of the FMP CU arising from this Agreement expired, any financial performance that was provided under this Agreement and to reimburse in full any performance that was paid on the Student’s behalf under this Agreement by direct payment to service providers.
2. The FMP CU is entitled to withdraw from this Agreement without providing a reason any time up to the day the study visit begins. The Student is entitled to withdraw from this Agreement no later than 10 days prior to the start of the study visit. Both of the parties are entitled to withdraw from this Agreement if the other party repeatedly or seriously breaches the provisions of this Agreement. 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.
3. If the FMP CU withdraws from this Agreement for reasons other than a breach of the obligations of the Student set out in this Agreement in less than 30 days prior to the start of the study visit and the Student demonstrates in good faith that they have incurred actual damage relating to incurring expenses set out in Article II(1) of this Agreement, the FMP CU undertakes to compensate such damage relating to the agreed expenses.

**Article IV**

**Other Arrangements**

1. The Student is required to have travel insurance prior to starting the study visit for the duration of the study visit.
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 V**

**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 ………………………………………………