**Contract for reimbursement of costs**

**Palacký University in Olomouc**

Public higher education institution - mode of existence according to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended Based: Křížkovského 511/8, 779 00 Olomouc

ID: 61989592

DIC: CZ61989592 Represented by:

Contact person:

Bank information Komerční banka, a.s., branch Olomouc

Account No.: 19-1096330227/0100

("UP")

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**Name and surname:**

Address:

Date of birth:

ID card/passport number:

Bank address:

Account number (IBAN):

SWIFT:

(hereinafter referred to as the "Authorised Person")

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

**I.**

1. The subject of the obligation under this Agreement is the settlement and reimbursement of costs incurred by the Authorised Person in connection with his/her participation in the event referred to in Article II of this Agreement and his/her activities for UP at this event (hereinafter also referred to as "travel reimbursements").
2. The subject of the obligation under this contract is also the obligation of the authorized person to participate in the event referred to in Article II of this contract and to fulfil the obligations related to the performance of his/her activities for UP.
3. On the basis of this contract, the person entrusted will perform activities for UP in the capacity of a member of the examination board for the defence of a doctoral dissertation.
4. The Authorised Person accepts in full the rights and obligations associated with the activities under paragraph 3 of this Article of the Contract and is responsible for the performance of the obligations associated with the activities under paragraph 3 of this Article of the Contract.

**II.**

1. UP agrees to reimburse the Authorized Person for travel expenses associated with attending the state doctoral examination to be held on the date(s) of ............... at the Faculty of Arts of Palacký University Olomouc venue (the "Event").
2. Travel reimbursements will be paid from NS code 2903, source 30.
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 internal standards of the UP.

**III.**

1. Travel reimbursements will be provided by UP to the extent and under the conditions set out in the internal standards of UP, namely: reimbursement of proven travel expenses,
2. The Authorised Person undertakes to submit written billing documents as a basis for performance under this Agreement.
3. UP undertakes to pay travel reimbursements to the person in charge according to this contract on the basis of documents proving the entitlement of the person in charge. The authorized person is obliged to submit to UP written documents or other materials according to the internal standards of UP 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 internal standards of UP.

**IV.**

1. This Agreement shall take effect on the date of its signing by authorized persons of both parties.
2. This Agreement shall be drawn up in duplicate and shall be in the nature of an original, of which each of the Parties shall receive one copy.
3. In accordance with Article 3(1) of Regulation (EC) No. 593/2008 of the European Parliament and of the Council of 17 June 2008 on the law applicable to contractual obligations (Rome I) and in accordance with Section 87(1) of Act No. 91/2012 Coll, No. 89/2012 Coll., Civil Code, as amended, the parties agree that the contractual legal relationship established by this contract shall be governed by the law of the Czech Republic, namely Act No. 89/2012 Coll., Civil Code, as amended.
4. In accordance with Article 25 of Regulation (EU) No 1215/2012 of the European Parliament and of the Council of 12 December 2012 on jurisdiction and the recognition and enforcement of judgments in civil and commercial matters (Brussels I bis) and in accordance with Section 85 of Act No 91/2012 Coll, on private international law, as amended, have agreed that any disputes arising out of or in connection with the contract shall be governed by the law of the Czech Republic and shall be settled by Czech courts, namely the courts in the place of UP's registered office.
5. Any amendments to this Agreement may be made only by written dated and ascending numbered amendments signed by authorized persons of both parties.
6. In relation to the consignments of the authorized person addressed to UP, the provisions of Section 573 of Act No. 89/2012 Coll., the Civil Code, as amended, do not apply.

In Olomouc on In ........................... on

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doc. Mgr. Jan Stejskal, M.A., Ph.D. authorized person

 Dean

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 Ing. Andrea Wagnerová

 Budget manager