



Measure of the Dean No. 28/2018

Reimbursement of travel and subsistence expenses for foreign co-workers and guests at the FFPW USB

Foreign co-workers and guests (hereinafter collectively referred to as "guests") come to the FFPW USB to realize projects of bilateral or multilateral cooperation or sub-projects aimed at sharing infrastructures or other projects, for which implementation the FFPW USB received funds and a specific budget directly intended to support the travel activities for arrival of these co-workers and guests. This measure regulates the conditions for reimbursement of the travel expenses of guests associated with it.

- 1) The measure on the reimbursement of travel and subsistence expenses connected with the implementation of above mentioned projects at the FFPW USB, applies only to the guests who do not get paid demonstrably the travel and subsistence expenses during their stay at the USB by their home institution.
- 2) The guests do not become employees of the FFPW USB.
- 3) Foreign co-workers and guests may be for the purposes of this Measure all categories of workers and students, if they are members of the research team of the project or have the opportunity to realize their individual project within the projects aimed at sharing of infrastructures.
- 4) The FFPW USB may reimburse a part or all of the costs associated with hosting. Reimbursement of funds to cover travel expenses of visiting guests at the FFPW USB primarily follows the applicable legislation, the budget and rules for spending the budget of the source from which travel expenses are reimbursed.
- 5) The specific scope of the guest's travel and subsistence costs is always specified in the hosting agreement. The part of the contract is a guest statement that travel and subsistence costs are not covered by another source. The example of the hosting agreement in the Czech language and English are annexes 1 and 2 to this Measure.
- 6) Reimbursement of travel and subsistence expenses will be provided to the guest up to the amount specified by the respective terms of the grant or other programs.



- 7) If the amount of travel and subsistence expenses is not set by the relevant terms of the grant or other programs, the following payments shall be made as follows:
- a) Accommodation (max. up to EUR 45 / night) - specific amount is specified in the hosting agreement.
 - b) Meal allowance (max. up to EUR 25 / day) - specific amount is specified in the hosting agreement.
 - c) Use of the means of mass transport: The reimbursement will be set at the actual cost of the transport, based on the presentation of a tax document (ticket, flight ticket) or its copy, up to the limit stated in the hosting agreement.
 - d) Use of the guest's private vehicle: The reimbursement will be set at the basic compensation for the use of the road motor vehicle and the multiple of the average price of the fuel and the amount of fuel consumed. The basic compensation for the use of the road motor vehicle and the average price of the fuel is regulated for the current year by a decree of the Ministry of Labor and Social Affairs issued for the purpose of providing travel reimbursements under the Labor Code. The resulting amount will be converted to EUR. The guest is required to submit following documents to set the reimbursement:
 - a copy of the vehicle's technical license with indicated fuel consumption;
 - a route plan including distance statement/ calculation (using Google Maps - route planner) from the place of residence / current location of the guest to the place of hosting in the Czech Republic.If the technical license does not include the consumption data, it is possible to submit a copy of the technical license issued in the Czech Republic for a vehicle of the same type with the same content of cylinders, or to present an official certificate of the manufacturer/importer of the vehicle about its consumption for combined operation.
Compensation for the use of a private vehicle shall not exceed the limit specified in the hosting agreement.
- 8) Payment of reimbursement for the use of the private vehicle for the transport of the foreign co-worker (guest) to / from the Czech Republic is permissible if such a possibility is unambiguously allowed by the rules of the relevant project, which is used as the source of such expenses. The guest will confirm on a Declaration of Honour the use of the private vehicle for the transport to / from the Czech Republic, specifying the purpose of the journey. Examples of the Declaration of Honour in the Czech language and English are annexes No. 3 and 4 to this Measure.
- 9) The FFPW USB is not be liable for any damages which the guest suffers or which are caused by the guest during the journey.
- 10) The Dean of the Faculty can decide about exceptions.



11) This Measure comes into effect on 4th October 2018.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean of the FFPW USB

Attachment No. 1: Hosting Agreement in the Czech Language

Attachment No. 2: Hosting Agreement in English

Attachment No. 3: Declaration of Honour with travel specification (use of private vehicle) in the Czech Language

Attachment No. 4: Declaration of Honour with travel specification (use of private vehicle) in English



SMLOUVA O HOSTOVÁNÍ

uzavřená podle § 1746 odst. 2 zákona č. 89/2012 Sb., občanský zákoník

Jihočeská univerzita v Českých Budějovicích

se sídlem Branišovská 1645/31a, 370 05 České Budějovice

IČO: 60076658

součást: **Fakulta rybnářství a ochrany vod**

adresa: Zátiší 728/II, 389 25 Vodňany

zastoupená **prof. Ing. Pavlem Kozákem, Ph.D.**, děkanem Fakulty rybnářství a ochrany vod

(dále jen „FROV JU“)

a

Jméno a příjmení:

Státní občanství:

Číslo cestovního pasu:

Trvalé bydliště:

Banka a její adresa:

IBAN:

SWIFT kód:

Kontakt:

(dále jen „host“)

Host se zavazuje, že na základě této smlouvy provede v termínu od **X. X. 2018 do X. X. 2018** tuto činnost:

Činnost je prováděna v rámci řešení projektu

Místem provádění činnosti je **FROV JU** ve Vodňanech / ČB / Nových Hradech.

Tato smlouva se sjednává na **dobu určitou do X. X. 2018**.

FROV JU se zavazuje poskytnout hostovi **úhradu cestovních nákladů** souvisejících s jeho dopravou do ČR a zpět, nezbytnou dopravou po ČR a pobytem v ČR v době řešení projektu na FROV JU, jmenovitě (škrtněte nevhodící se):

- jízdné (max. do výše X EUR - na základě daňového dokladu);
- náhradu za použití soukromého vozidla ve výši náhrady platné podle zákoníku práce a příslušné prováděcí vyhlášky (max. do výše X EUR).

Dále se FROV JU zavazuje uhradit hostovi náklady spojené s ubytováním a stravováním po dobu jeho pobytu v následující výši:



- ubytování (max. do výše X EUR / noc)
- stravné (max. do výše EUR X / den)

Cestovní náhrady budou vyplaceny v EUR bankovním převodem na výše uvedený bankovní účet hosta.

Host prohlašuje, že cestovní ani pobytové náklady nejsou kryty z jiného zdroje.
Host se zavazuje ke sjednání cestovního pojištění.

FROV JU nenese odpovědnost za případné škody, které během cesty host utrpí či sám způsobí.

FROV JU zpracovává osobní údaje hosta, neboť je to nezbytné pro splnění této smlouvy a pro účely oprávněných zájmů FROV JU, a to v nezbytně nutném rozsahu a čase.

Práva a povinnosti obou smluvních stran vyplývající z této smlouvy se řídí platnými zákony ČR a vnitřními předpisy FROV JU.

Výstupy hostovy činnosti převezme za FROV JU

Host byl seznámen s předpisy, které se týkají bezpečnosti, ochrany zdraví při práci a požární ochrany. Školení za FROV JU provedl/a: Ing. Mirka Průšová.
Obě strany souhlasí s uzavřením smlouvy za výše uvedených podmínek.

Ve Vodňanech, dne X. X. 2018

.....
Host

.....
prof. Ing. Pavel Kozák, Ph.D.
děkan Fakulty rybnářství a ochrany vod
Jihočeská univerzita v Českých Budějovicích

Práce byla řádně a včas provedena, práci převzal (a):

.....
datum, podpis

Zdroj financování:

NS:

Akce:

Typ akce:

KP:

Příkazce:

.....
datum, podpis

Správce rozpočtu:

.....



datum, podpis

HOSTING AGREEMENT

concluded under Section 1746 par. 2 of Act No. 89/2012 Coll., the Civil Code

University of South Bohemia in České Budějovice

with its registered office Branišovská 1645/31a, 370 05 České Budějovice

ID No.: 60076658

Faculty: **Faculty of Fisheries and Protection of Waters**

Address: Zátíší 728/II, 389 25 Vodňany

Represented by **prof. Dipl.-Ing. Pavel Kozák, Ph.D.**, Dean of the Faculty of Fisheries and Protection of Waters

(hereinafter "FFPW USB")

and

Name and surname:

Nationality:

Passport No.:

Permanent address:

Bank and its address:

IBAN:

SWIFT code:

Contact:

(hereinafter "Guest")

The Guest undertakes under this Agreement to perform following activity in the period from x. x. 2018 to x. x. 2018:.....

The activity is performed within the project

The place of performance will be the FFPW USB in Vodňany / ČB / Nové hrady.

This Agreement is concluded for a fixed term up to **X. X. 2018**.

The FFPW USB undertakes to provide the Guest with reimbursement of the necessary travel costs related to the transportation to the Czech Republic and back, traveling within the Czech Republic and staying in the Czech Republic within the period of the project at the FFPW USB, namely (delete as appropriate):

- travel costs (up to xxx EUR - based on tax evidence documents)
- compensation for the use of a private vehicle in the amount under the Labour Code and the applicable implementing decree (up to xxx EUR)



The FFPW USB further undertakes to pay to the Guest the accommodation costs and meals during their visit in the following amount:

- accommodation (up to xx EUR / night)
- meals (up to xx EUR / day)

Travel reimbursement will be paid in EUR via bank transfer to the above stated Guest's bank account.

The Guest declares that travel and subsistence costs are not covered by any other source.

The Guest is obliged to cover a valid travel insurance.

The FFPW USB is not responsible for any damage that the Guest suffers or causes during their travel.

The FFPW USB processes the personal data of the Guest, in the necessary extent and time, because such processing is necessary for the performance of this Agreement and for the purposes of the legitimate interests pursued by the FFPW USB.

The rights and obligations of both Parties arising from this Agreement are governed by applicable laws of the Czech Republic and by the internal regulations of the FFPW USB.

The results of the Guest's activity will be taken over by

The Guest is familiar with the regulations relating to safety, health and fire protection at work. The training was conducted by: Dipl.-Ing. Mirka Průšová.

Both parties agree to conclude this Agreement at the above conditions.

In Vodňany:

.....

Guest

.....

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.

Dean of the Faculty of Fisheries and Protection of Waters

University of South Bohemia in České Budějovice

The work was done properly and on time, was taken over by:

.....
Date, signature

Source of financing:

NS:

Action:

Type of action:

KP:

Principal:

.....
Date, signature



Budget administrator:

.....
Date, signature

Čestné prohlášení

Prohlašuji na svou čest, že jsem využil(a) pro cestu od..... do a zpět soukromé vozidlo (auto) registrační značky XXX XXX.

Cesta z místa bydliště / aktuálního místa pobytu, tedy místa začátku cesty do místa realizace hostování v ČR se uskutečnila dne..... Účelem cesty na FROV JU je realizace tohoto projektu:

.....
Zpáteční cesta se uskuteční dne.....

Přikládám plán cesty vč. uvedení kalkulace vzdálenosti pomocí Google maps – plánovač tras. Výše uvedené soukromé vozidlo je zákonně, příp. havarijně pojištěno a v případě nehody JU nenese žádnou odpovědnost za způsobené škody na zdraví a majetku.

Jméno a příjmení:

Číslo pasu:

Adresa bydliště / Místo začátku cesty:

Místo hostování na FROV JU:

V XXX dne XXX

Podpis hosta



Declaration of Honour

I declare on my honor that I have used for the journey from to
and back the private vehicle (car) with the registration mark XXX XXX.

The travel from the permanent / current place of residence, i.e. the place of the start of the
journey, to the place of hosting in the Czech Republic took place on

The purpose of the travel to the FFPW USB is the implementation of this project:

.....

The return journey will take place on

I attach my travel plan, incl. statement of distance calculation using Google Maps - Route
Planner.

The above-mentioned private vehicle is legally insured or even has an accident car
insurance, and in case of an accident, the USB is not liable for any damage to health or
property.

Name and surname:

Number of passport:

Home address / Place of journey start:

Place of hosting at the FFPW USB:

In on

Signature of the Guest