

University of Chemistry and Technology, Prague

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Prague, February 14, 2012

Registrar's Decree No. 30.05/2012

Reimbursement of travel expenses

I. INTRODUCTORY PROVISIONS

1. The reimbursement of travel expenses is governed by the Act No. 262/2006 Coll., the Labour Code, as amended.
2. The rates at which travel expenses are reimbursed are defined in this Decree based on the financial resources of UCT Prague.

II. REIMBURSEMENT OF TRAVEL EXPENSES IN CASE OF DOMESTIC BUSINESS TRAVELS^{1 2}

The business travel and its accounting are recorded on the specified form (Attachments 1 and 2). Prior to the travel, UCT Prague (the head of department), who sends³ the employee on the business travel, shall define the time and place of the start (exact address) and end

¹ A business travel shall mean a travel when the employer sends the employee to perform work outside the agreed place of work for a limited time. The employer may send the employee on a business travel for the required time only based on an agreement with the employee. During the business travel the employee shall perform the work according to the instructions given by the head of department who has sent him/her on the business travel.

² If the work agreement does not state a regular workplace for the purpose of reimbursement of travel expenses, it shall be understood that the regular workplace is the place of performance of the work agreed in the work agreement. However, if the place of performance of work has been agreed wider than one municipality, the workplace shall be deemed to be the municipality where the employee's travels to perform the work start most frequently. A regular workplace for the purpose of travel expenses reimbursement shall not be agreed for more than one municipality.

³ An employee who performs work for the employer based on agreements outside an employment relationship may receive travel reimbursement only if such right as well as the employee's place of regular workplace have been agreed. If under the agreement on work (DPP) the employee is to perform a task in a place outside the municipality of his/her residence, he/she is entitled to travel reimbursement if such reimbursement has been agreed, even if the location of regular workplace has not been agreed. In case of work activity agreements (DPČ), not only the right to reimbursement but also the regular workplace of the employee need to be agreed. Travel reimbursement may be received also based on an agreement made under Section 51 of the Civil Code .

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(exact address) of the travel, the place of performance of the tasks, means of transport and accommodation, and may define also other conditions of the business travel.

1. Increased expenses for meals (meal allowance)

In case of business travels within the Czech Republic, increased meal expenses are reimbursed. The meal allowance is not meant to cover all meal expenses. The employee is entitled to meal allowance for each calendar day of the business travel **as defined in the circulation of the Registrar of UCT as at January 1 of the respective year.**

1) If during the business travel the employee has been granted a meal in the form of a breakfast, lunch or dinner⁴ (needs to be stated in the statement of travel expenses of the business travel) for which the employee does not pay (hereinafter a “free meal”), **the employee shall receive a meal allowance reduced by the following amount per each free meal:**

- a) 70% of meal allowance if the business travel is 5-12 hours long,
- b) 35% of meal allowance if the business travel is more than 12 hours long, however no longer than 18 hours
- c) 25% of meal allowance if the business travel is more than 18 hours long

2) The employee is not entitled to meal allowance if during the business travel, which is

- a) 5 to 12 hours long, 2 free meals have been provided
- b) 12 to 18 hours long, 3 free meals have been provided.

3) If the business travel falls on 2 calendar days, separate counting of hours spent on the business travel within one day is not applied if that method is in favour of the employee.

4) If an employee is sent on a business travel to the place of his/her residence which is different from his/her place of performance of work or his/her regular workplace, such employee is entitled only to meal allowance for the travel to and from the place of his/her residence and for the duration of performance of work in that place.

5) The meal allowance set forth by **the Circulation of the Registrar of UCT as at January 1 of the respective year shall not be modified individually.**

2. Accommodation

UCT Prague covers all documented accommodation expenses. In order to economize funds, the upper limit for accommodation in case of domestic travel shall be CZK 2500,- per day and night. If such limit cannot be met in exceptional cases, the Registrar may allow the limit to be exceeded by signing the respective form (Attachments 1 and 2).

⁴ Refreshments, if not in the form of a breakfast, lunch or dinner, served during the travel (e.g. on plane) or during the conference, seminar, etc., are not catering, therefore they are not considered as partial free catering (refreshments that are not of the nature of a breakfast, lunch or dinner are not subject to statement of travel expenses of a business travel and do not reduce the meal allowance)

3. Transport expenses

The method of transport (means of transport) is decided by UCT Prague (head of department) before the employee starts the business travel.

The employee is entitled to reimbursement of travel expenses for using the designated public long-distance transport and taxi service at the documented amount.

Reimbursement of travel expenses for using public transport in compliance with the defined conditions of the business travel is provided by the employer at the documented amount.

If instead of the designated public means of transport the employee uses, with the consent of the employer, other media of transport, including a road motor vehicle, except for a vehicle provided by the employer, the employee is entitled to reimbursement of travel expenses at the amount equal to the ticket for the designated public means of transport.

If upon the employer's request the employee uses a road motor vehicle (the pre-requisite for the use of such vehicle is car accident insurance), except for a vehicle provided by the employer, the employee is entitled to receive for each 1 km of travel the basic reimbursement and reimbursement of expenses for the consumed fuel.

a) *If a personal road motor vehicle is used*, the employee is entitled to:

1. Basic rate reimbursement per 1 km of travel (set forth by the Circulation of the Registrar of UCT as at January 1 of the respective year)
2. Reimbursement of expenses for consumed fuel

If a trailer is used, the basic rate of reimbursement shall be increased by 15%.

If the rate of the basic reimbursement has not been agreed or determined by the employer before sending the employee on a business travel, the employee is entitled to the basic rate reimbursement (see point 1).

Reimbursement of consumed fuel is determined by the employer by multiplying the price of the fuel and the volume of the consumed fuel.

The price of the fuel is documented by the employee by submitting a receipt showing the connection with the business travel (the fuel purchase document shall not be older than 1 day before the business travel). If the employee documents the price of the fuel by several purchase documents showing the connection with the business travel, the price of the fuel is calculated for the purpose of reimbursement as the arithmetic average of the prices documented by the employee.

Should the employee fail to document the price of the fuel in a credible manner, the employer will use for the determination of the reimbursement the average price of the respective fuel set forth by the legal regulation of the Ministry of Labour and Social

Affairs of the Czech Republic, which is included in the Circulation of the Registrar of UCT always as at January 1 of the respective year.

The use of a passenger road motor vehicle is agreed in advance between UCT Prague (head of department) and the employee if the use of such vehicle is purposeful from the point of view of UCT Prague. In case of the first use of a passenger road motor vehicle in the calendar year, the employee shall deliver to the financial accounting room the “Declaration on the use of a private motor road vehicle for a business travel” - Prohlášení k použití soukromého motorového silničního vozidla ke služební cestě (Attachment No. 3). The consumption of fuel when a private road vehicle is used by an employee upon the employer’s request is calculated from the information on consumption stated in the vehicle registration document (“velký” technický průkaz) for the given vehicle. The vehicle registration document shall be submitted by the employee to the employer for inspection. With the consent of the employee, a photocopy of the respective page of the vehicle registration documents may be stored in the Finance Department. If the vehicle registration document does not contain information on fuel consumption, the employee is entitled to reimbursement of fuel expenses only if the employee is able to prove the consumption of fuel by a registration document of a vehicle of the same type and with the same cylinder volume. In the determination of fuel consumption, the employer shall use the information on consumption – category “combined” according to the European Community standards. If such information is not provided in the vehicle registration document, the employer shall calculate the fuel consumption by using the arithmetic average from the information stated in the vehicle registration document.

UCT Prague may agree with the employee also reimbursement for use of road motor vehicle at an amount corresponding to the price of a public long-distance transport ticket if from the point of view of UCT Prague the use of the road motor vehicle is not cost-effective.

If an employee uses for a business travel a private road motor vehicle without prior agreement with UCT Prague (head of department), the employee is not entitled to any reimbursement of transport expenses.

There is no reimbursement for the use of private motor road vehicles of employees for freight transport. Therefore it is necessary to use the transport service of UCT Prague or external transport provider.

4. Modification of reimbursement rates

The Ministry of Labour and Social Affairs of the Czech Republic issues a decree with new rates for meal allowance, new rates of basic reimbursement for use of road motor vehicles and new average price of fuels, which always comes to force and effect with the start of the calendar year. Such information on modification of reimbursement rates is annually specified in circulations of UCT Prague.

5. Necessary incidental expenses

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Documented incidental expenses are reimbursed at full amount. However, incidental expenses need to relate immediately to the performance of tasks resulting from the business travel.

If the employee cannot document the amount of expenses, the employer will make a reimbursement at the amount corresponding to the price of the thing and services usual at the time and in the place of the business travel.

6. Rounding

Rounding is performed only in case of the final amount of claims and expenses paid in connection with the business travel. **The resulting due payment or overpayment is rounded up to whole crowns.**

7. Study and education centres in Most-Velebudice and Tábor

In case of several business travels of an employee to the workplaces Most-Velebudice or Tábor in one calendar month it is possible to do all accounting on one form. The filled in travel order (Attachments 1 and 2) has to be delivered for accounting to the Finance Department no later than by the 5th working day of the following month.

III. REIMBURSEMENT OF TRAVEL EXPENSES IN CASE OF FOREIGN BUSINESS TRAVELS

The business travel and its accounting are recorded on the specified form (Attachments 4 and 5).

For accounting purposes, a business travel to abroad will be divided in the part within the territory of the Czech Republic (domestic business travel) and the part taking part abroad (foreign business travel).

The record of a business travel to Slovakia and its accounting is performed on a form (Attachment 6). In case of a business travel to Slovakia, Attachment 4 is **not to be filled in.**

The decisive time for eligibility to reimbursement of travel expenses in foreign currency is the time of crossing the border from the Czech Republic to abroad, as well as the time of crossing the border back from abroad to the Czech Republic. This information needs to be provided in the travel order (see attachments).

In case of air transport, the decisive time is the time of departure from the Czech Republic and the time of arrival of the airplane to the Czech Republic **according to the air flight schedule (to be evidenced by electronic air ticket)**, in case of train and bus transport the decisive time is **the time of crossing the Czech border (crossings of borders between several countries need to be provided as well)** and such information needs to be provided on the travel order (see attachments).

Meal allowance

For each calendar day, an employee sent on a foreign business travel is entitled to (meal allowance is calculated separately for each calendar day):

- a) **meal allowance at the basic rate if the foreign business travel is more than 18 hours,**

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- b) meal allowance at the amount of 2/3 of the basic rate if the foreign business travel is more than 12 hours long, however no longer than 18 hours,
- c) meal allowance at the amount of 1/3 of the basic rate if the foreign business travel is more than 1 hour long, however no longer than 12 hours, or longer than 5 hours if the employee is entitled to meal allowance in the territory of the Czech Republic under Section 163,
- d) meal allowance at the amount of 0 if the foreign business travel takes less than 1 hour. In such case the time spent outside the territory of the Czech Republic is added to the domestic part of the business travel.

The employee is not entitled to meal allowance if during the foreign business travel, which is

- a) 5 to 12 hours long, 2 free meals have been provided
- b) 12 to 18 hours long, 3 free meals have been provided

The basic rates are defined by the Decree of the Ministry of Finance of the Czech Republic issued at the end of the year with effect as at January 1 of the following year.

In case of several foreign business travels within one day, the time spent outside the territory of the Czech Republic longer than one hour or more is added up for the purpose of meal allowance.

If during the business travel the employee has been granted a meal in the form of a breakfast, lunch or dinner to which the employee does not contribute financially, the employer has the right to reduce the meal allowance by 25% for each meal or by 35% in case of foreign meal allowance at the amount of two thirds of the basic rate, or by 70% in case of foreign meal allowance at the amount of one third of the basic rate.

1. Transport expenses

Transport expenses are reimbursed to the employee by the employer at the amount and under the conditions set forth for domestic business travels, except that reimbursement of consumed fuel in foreign currency and at the documented price is made only for kilometres outside the territory of the Czech Republic.

If the employee is unable, for serious reason, to submit a document evidencing the purchase of the fuel outside the Czech Republic, the employer may reimburse the consumed fuel in foreign currency based on the employee's statement on the actual paid price of the fuel and the reasons why it is not documented.

2. Accommodation

UCT Prague reimburses **documented** accommodation expenses.

Documents in case of private accommodation

For accounting of documents for private accommodation during a foreign business travel it is necessary for the submitted document to contain the following information - exact address of provider of accommodation (letterhead or stamp), - name of the accommodated employee, - description of the rented rooms (e.g. room number, including/without bathroom, breakfast included), - date of accommodation, - price, - date of issue of the

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document, - signature of issuer of the document. All information stated on the document needs to be legible. The cost of private accommodation during foreign business travel is limited by the maximum amount given by 2.5 times of the upper limit for meal allowance set forth by the decree of the Ministry of Finance of the Czech Republic for the respective country.

3. Necessary incidental expenses

Reimbursement of documented necessary incidental expenses is performed in compliance with paragraph II.5.

4. Reimbursement of travel expenses under international agreements or based on agreements on exchange of employees with a foreign employer

Employees sent on a foreign business travel who receive reimbursement of travel expenses under international agreements or based on agreements on exchange of employees with a foreign employer, as well as foreign employees sent to UCT Prague based on agreements on exchange, receive reimbursement of travel expenses:

- a) An employee who under the international agreement is eligible to reimbursement of travel expenses at a lower amount than under this decree will receive from the employer reimbursement of travel expenses at the amount equal to the difference between the amount set forth herein and the reimbursement of travel expenses stated in the international agreement.
- b) An employee who under an international agreement is eligible to reimbursement of travel expenses at the same or higher amount than under this decree will not receive reimbursement of travel expenses from the employer.
- c) A foreign employee sent to the Czech Republic (UCT Prague) based on an agreement on exchange of employees will receive meal allowance at the amount of CZK 165 per calendar day.

5. Pocket money

Before an employee is sent on a foreign business travel, the Rector, the Dean or the head of department may allow the employee to be paid, in addition to the meal allowance, pocket money in foreign currency up to 40% of the foreign meal allowance per each calendar day. The pocket money is allowed by the head of department, the Dean or the Rector, depending on the (expected) cost of the business travel. For business travels where the cost without pocket money does not exceed CZK 50,000, the pocket money is allowed by the head of the workplace, and for business travels with costs without pocket money above CZK 50,000, the pocket money is allowed by the Dean or the Rector of UCT Prague.

6. Erasmus teaching and training mobilities

The amount of financial support for mobility costs are governed by the table of allocated scholarships and grants of the Erasmus programme in the current year on the websites <http://www.naep.cz>.

IV. LUMP SUM REIMBURSEMENT OF PUBLIC CITY TRANSPORT EXPENSES

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1. The prerequisite for granting a lump sum reimbursement are constantly undertaken travels between two or more locations where work is performed.
2. Determination of the lump sum for using city public transport is based on average actual expenses in the past periods. The lump sum may represent no more than 50% of the value of monthly ticket of the city public transport. A higher lump sum, however no more than at the price of a pre-paid ticket of the city public transport, may be determined only in cases when the employee demonstrably does not use the city public transport for travels to and from work.
3. The lump sum amount is approved by the Registrar based on proposal submitted by the respective head of department. If the conditions under which the lump sums have been calculated change, the head of the respective department shall submit an adjusted proposal to the Registrar.
4. The amount of the assigned lump sum is payable after the year quarter for which the lump sum is granted. The determined lump sum is reduced by the days when work was not performed (regular vacation, incapacity to work, unpaid time off, etc., rounded to whole CZK).
5. If an employee is granted a lump sum reimbursement of expenses for city public transport, it is not possible to pay simultaneously local transport fare in the place of regular workplace even if it exceeds the lump sum in the respective calendar month.

V. INTERRUPTION OF BUSINESS TRAVEL DURING DOMESTIC AND FOREIGN BUSINESS TRAVEL

- a) Interruption of a business travel due to reasons on the employee's side needs to be agreed prior to the start of the business travel and the conditions of the interruption of the business travel need to be clearly specified (agreed) – *i.e. it is necessary to determine the start and end (place and time) of the interruption of the business travel and the start and end (place and time) of the business travel itself. This information needs to be stated in the “Proposal form for a foreign business travel” (Attachment 4) or in the travel expenses statement for domestic travel (Attachments 1 and 2) and Slovak business travel (Attachment 6).*
- b) In case of an interruption of a business travel not followed by performance of work, the employer shall reimburse the employee for the documented transport expenses only up to the amount to which the employee would have been entitled if there had been no such interruption.

VI. GENERAL PROVISIONS

1. The employer is obliged to provide the employee with an accountable advance payment up to the expected amount of travel reimbursement if not agreed with the employee that the advance payment will not be made. The advance payment is provided based on a filled in form (see attachments – domestic, foreign).
2. In case of a foreign business travel the employer may, upon agreement with the employee, provide the advance payment in foreign currency.

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3. Expenses in connection with a foreign business travel may be paid by a payment card (Rector's decree on use of company payment cards).
4. The employer may agree with the employee provision of advance payment for foreign meal allowance in the Czech currency or other currency than given by the decree of the Ministry of finance of the Czech Republic on determined foreign currency for the respective country if the exchange rate of the currency is published by the Czech National Bank (the value of foreign meal allowance is calculated in Czech crowns, which is then converted to the agreed currency using the Czech National Bank exchange rates as at the day when the advance payment is made).
5. When reimbursing travel expenses for which no advance payment has been made, the currency equivalent is calculated by using the exchange rates of the Czech National Bank effective on the day of start of the foreign business travel.
6. An overpayment will be returned by the employee to the employer in the currency in which it has been provided by the employer or in the Czech currency.
7. A balance due will be paid by the employer to the employee in the Czech currency unless agreed otherwise.
8. Exchange rate for accounting of the advanced payment – the Czech National Bank exchange rate as at the day of payment of the advance, or documented exchange rate at which the currency originally provided by the employer was exchanged to other currency abroad. (For accounting of the advance in the iFIS* accounting system, the Czech National Bank exchange rate as at the date of actual accounting event shall be applied.)
9. The employee is obliged to submit a report on the completed business travel to the manager who sent him on such travel.
10. The employer is entitled to charge the employee for not accounted for advance payment for travel expenses under Act No. 262/2006 Coll., the Labour Code.
11. If the employee uses his/her own car, he/she shall keep records of driving times and breaks (maximum driving time 4.5, mandatory break 30 minutes).

VII. FINAL PROVISIONS

Unless the employee and the employer agree otherwise, within 10 working days from the termination of the business travel the employee shall submit to the employer all written documents necessary for the accounting of the travel expenses and return the not accounted for advance payment.

Unless the employee and the employer agree otherwise, the employer shall carry out the accounting of the travel expenses within 10 days from submission of the written documents by the employee.

- This decree shall come to force and effect on February 14, 2012
- The Decree No. 30.02/07 Provision of travel expenses reimbursement shall be cancelled as at February 13, 2012

Dated in Prague February 14, 2012

Ivana Chválná
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