

*Please note that this translation does not substitute the de jure binding Attachment No. 1 to the Decree No. 30.05/2012 in Czech („Dodatek č. 1 k Výnosu č. 30.05/2012“).
If there are any doubts, the Czech version is decisive.*

University of Chemistry and Technology, Prague	
Title	AMENDMENT No. 1 TO THE DECREE No. 30.05/2012
Subject	Reimbursement of travel expenses
Prepared by	Personnel Department - 966
Issued by	Ivana Chválná, Registrar

1. Introduction

In connection with the EU regulation on coordination of social security systems, an amendment is made to the provisions of Decree No. 30.05/2012 “Reimbursement of Travel Expenses” (hereinafter the “Decree”) so that the wording of the following articles and attachments of the Decree shall be as follows:

2. Change to Article III

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

The introductory provision of Article III is expanded by the sixth paragraph, the wording of which is:

“Employees travelling to certain foreign countries (see Attachment 7 of the Decree) may travel to abroad only if they have a valid “Certificate of applicable social security legislation” (hereinafter the “Certificate”) (the so-called A1 Form). Such certificate is issued by the Prague Social Security Administration (hereinafter the “PSSA”) for a definite period of time, with maximum effective period of 24 months, such certificate being issued based on the document “Joint application of the employee and the employer” – “Společná žádost zaměstnance a zaměstnavatele” (hereinafter the “Application”). The Application is filled in and delivered to PSSA by the respective officer of the Personnel Department upon the employee’s request. Detailed information about the need of this measure, overview of countries to which this obligation applies, the required attachments and a specimen of the Certificate are provided in Attachments 7 and 8 of this Decree. The Certificate of applicable social security system shall be issued also in case of transit through EU countries or other countries according to the given list.

3. Change to Article II point 7

In Article II point 7, the names of the study and education centres “Most-Velebudice and Tábor” are replaced by the name of the study and education centre University Centre UCT Prague – Unipetrol in Litvínov”, and the workplace “Technopark Kralupy of UCT Prague” is added to the text.

4. Change to Attachment 4

The Proposal form for a foreign business travel, page 2 shall include the statement by the person proposing the business travel that he/she has a valid “Certificate”. The updated specimen of the document “Proposal form for a foreign business travel” is provided in Attachment 4 of the Decree.

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5. Change to Attachment 6

In the order and accounting of a foreign business travel to Slovakia (EURO), there is added on page 1 the employee's statement confirming that the employee possesses a valid "Certificate". The updated specimen document "Order and accounting of a foreign business travel to Slovakia (EURO)" is provided in Attachment 6 of the Decree.

6. Amendment of attachments to the Decree

Attachments 7 and 8 shall form part of the Decree.

7. Transitional provisions

The Decree is governed by the current legal regulations, namely the provisions of Act No. 89/2012 Coll., the Civil Code, as amended, and Act No. 262/2006 Coll., the Labour Code, as amended

Ivana Chválná

Registrar