



**SLEZSKÁ
UNIVERZITA**

**I. Amendments and Additions
Rector's Directive No. 8/2020**

**The Provision of Reimbursement
of Travel Compensations**

I. Amendments and Additions Rector's Directive No. 8/2020

The Provision of Reimbursement of Travel Compensations

Article 1

- 1) In Article 2, the last sentence of paragraph 1: **Travel Order and the Conditions of Business Trips** shall be deleted and replaced by the following:

An employee authorized to send employees on a Business Trip shall decide on the acts carried out by the employer under this Directive (granting of travel compensation, working conditions for a Business Trip, etc.), and shall always comply with the rules on the cost-effective, efficient, and effective spending of financial resources.

- 2) In Article 5 **Compensation for Domestic Business Trip**, the following text is deleted:

- a) in the paragraph 3) **Reimbursement of Proven Accommodation Expenses** and it is replaced by the following:

The staff member shall be entitled to the reimbursement of the accommodation expenses he/she has incurred in accordance with the conditions of his/her Business Trip in the amount he/she proves to the employer. The upper limit for the accommodation is set to the amount of CZK 2,000 for one employee for one night. The amount of the upper limit is regularly updated once a year as of 1 February on the basis of the annual index of consumer

prices in the catering and accommodation sector published by the Czech Statistical Office in relation to December of the previous year (rounded to the nearest hundred crowns); the specific amount of the applicable upper limit for accommodation is published on the website www.slu.cz (after logging in), in the Employee/Documents and Forms/Templates of forms section. This limit may be exceeded only with the prior consent of the Rector, Dean, Director of the Higher Institute in the manner specified in Article 3 (4). In the event that travel expenses are covered by projects or grants where there is a higher limit on accommodation costs, the higher amount of accommodation costs shall be authorized to be agreed by the person authorized for the project (financial manager or principal researcher) during the financial control (see Article 3 (2)).

(b) in paragraph 4, “**Subsistence Expenses**”, only point (a) shall be replaced by the new text as follows:

a) The amount of the Subsistence Expenses is determined in accordance with the Labour Code and the Decree of the Ministry of Finance in the amount corresponding to the minimum rate increased by 10% (rounded to the nearest whole crowns). The specific amount of the applicable Subsistence Expenses is published on the website www.slu.cz (after logging in), in the Employee/Documents and forms/Form templates section.

3) In Article 6) **Reimbursement for a Foreign Business Trip**, the text of paragraph 2 shall be deleted **Reimbursement of Proven Accommodation Expenses** and it shall be replaced by the following text:

The staff reimbursement of the accommodation expenses he/she has incurred in accordance with the conditions of his/her foreign Business Trip in the amount he/she proves to the employer. The upper limit for accommodation is set at EUR 130 per employee per night or the equivalent in another foreign currency, according to the ČNB's exchange rate at the date of approval of the posting for a Business Trip. The amount of the upper limit is regularly updated once a year as of 1 February in the manner specified in Article 5, paragraph 3) (rounded to the nearest tens of EUR); the specific amount of the applicable upper limit for accommodation is published on the website www.slu.cz (after logging in), in the Employee/ Documents and Forms/Form templates section. This limit may be exceeded only with the prior consent of the Rector, Dean or Director of the Higher Institute in the manner specified in Article 3 (4). Where breakfast, half-board or full board are included in the price of accommodation, the limit referred to in the previous sentence shall be increased by Subsistence Expenses stated in paragraph 3. In the event that travel expenses are covered by projects or grants where there is a higher limit on accommodation costs, the higher amount of accommodation costs shall be authorized to be agreed by the person authorized for the project (financial manager or principal researcher) during the financial control (see Article 3 (2)).

Article 2 Final Provisions

These changes and additions will take effect on the day of their publication on the Intranet and in force on 01/07/2022.

In Opava, date

doc. Ing. Pavel Tuleja, Ph.D.
Rector

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