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Issued by:	RNDr. Alexander Černý, Bursar
Prepared by:	Finance Office
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Signature of authorized person:	RNDr. Alexander Černý m.p.

PART ONE BASIC PROVISIONS

Article 1

Subject matter and purpose of the regulation

- (1) This Directive regulates the reimbursement of travel expenses paid to students of Bachelor's, Master's and doctoral programmes and programmes of the University of the Third Age (hereinafter referred to as the "student") at Tomas Bata University in Zlín (hereinafter referred to as "TBU").
- (2) The provision of reimbursement to students for the travel expenses incurred shall be decided by the relevant TBU component part while respecting the principles of cost efficiency, effectiveness and purposefulness.

Article 2

Rules for reimbursement of travel expenses

- (1) TBU is not obliged to provide students with advance payments for travel expenses.
- (2) A student is not entitled to a meal allowance.
- (3) As a means of transport, it is possible to use public transport or to travel as a passenger with a TBU employee by official car or by a TBU employee's car (provided that the requirements set in the Bursar's Directive "Reimbursement of Travel Expenses Paid to Employees under Act No. 262/2006 Coll., Labour Code, as amended") have been fulfilled.
- (4) A student is obliged to use student discounts.
- (5) If a discount given by the long-distance public transport provider has not been used, the student shall be paid the price of the ticket with the discount taken off. If the public

transport provider offers the so-called cashback and returns the value of the ticket in some form, such tickets shall not be reimbursed. The person in charge of processing the settlement of travel expenses for a student at the relevant component part is responsible for checking as to whether the student has used the discount and whether the correct value of the ticket is indicated in the settlement.

- (6) For reasons of efficiency, reimbursement up to and including CZK 100 shall not be paid to a student by the Cash Office.
- (7) If no financial costs are associated with a student's travel or if there is a cash compensation for one student up to and including CZK 100, it is up to each component part to decide as to whether and how to register the students' travels. In the event that compensation for damages incurred by students is claimed (both accident and property insurance), the insurance company will only require a declaration on word of honour issued by the relevant TBU component part evidencing that the student's travel took place within teaching, R&D and other activities of TBU.

PART TWO

PAYMENT OF REIMBURSEMENT OF TRAVEL EXPENSES

Article 3

Innominate contracts

- (1) For the payment of reimbursement of travel expenses, it is necessary to enter a civil-law relationship with the student, which will create a legal basis for the provision of the reimbursement in question, and that in the form of an innominate contract. The innominate contract is regulated in the provisions of § 1746 Paragraph 2 of Act No. 89/2012 Coll., the Civil Code, as amended (hereinafter referred to as the "Civil Code"). Those employees are entitled to sign an innominate contract on behalf of TBU who are listed in the relevant valid Rector's Directive, i.e. in the Signing Regulations. A sample of the innominate contract is included in Annex 1. **The relevant component part is obliged to send the original copy of the signed innominate contract for archiving to the TBU Legal Services.**
- (2) The student shall be reimbursed only for such expenses that are precisely itemized in the innominate contract (such as transport, accommodation, accommodation including breakfast, specifically listed necessary incidental expenses – it is not allowed to use general terms to refer to necessary incidental expenses, e.g. costs associated with the travel, travel costs or incidental costs).
- (3) Prior to the start of a travel, the Business Trip Permit for Students (Annex 2) must be approved. Reimbursement of travel expenses is made by the TBU Cash Office after the so-called "Settlement of Travel Expenses" has been checked by the Financial Accounting Office. ***It is necessary to attach the original accounting documents, the original copy of the Business Trip Permit for Students and a copy of the innominate contract to the Settlement.*** The Settlement of Travel Expenses form is included in Annex 3 to this Directive.
- (4) If it is necessary to pay in advance some expenses related to a student's future travel (e.g. a conference fee, air ticket, visa), the Financial Accounting Office will make the payment if a copy of the innominate contract is attached to the request for payment. After returning from his/her travel, a student is obliged to submit all invoicing documents associated with the travel to the Financial Accounting Office

(invoices/invoicing documents must be billed to Tomas Bata University in Zlín).

Article 4
Student group travels with supervision

- (1) In the event of student group travels with supervision to events organized within the relevant degree programme (exhibitions, fairs, ski training), contracts in accordance with provisions of § 1746 Paragraph 2 of the Civil Code shall not be not concluded with students.
- (2) A student group travel refers to a travel of 4 or more students with supervision to the same destination, for the same purpose and by the same means of transport. This requirement applies to student group travels taking place both in the CR and abroad.
- (3) Reimbursement of travel expenses is made by the TBU Cash Office after the so-called “Collective Travel Order for Students” has been checked by the Financial Accounting Office. If the travel expenses related to a student group travel have been paid by the employee who exercised the supervision, those travel expenses shall be settled and paid to the employee within his/her business trip (the Collective Travel Order shall be attached to the settlement). The Collective Travel Order form is included in Annex 4.

PART THREE
TEACHING, R&D AND OTHER ACTIVITIES CARRIED OUT AT
TBU

Article 5
Activities carried out for TBU

- (1) A student is entitled to a reimbursement of incurred travel expenses if the student is sent on a business trip on the initiative of TBU within the activities of the University (a travel associated with a “performance of work” for the University).
- (2) A Master’s/PhD student cannot be reimbursed for travel expenses associated with studies within his/her curriculum (attending lectures and practical classes, e.g. at another higher education institution) unless such travel expenses are related to the implementation of student projects, in particular with funding provided by the Student Grant Competition (IGA). A full-time Master’s/PhD student is eligible for a scholarship to be used to cover these costs. TBU component parts may, alternatively, grant an extraordinary scholarship in accordance with the TBU Scholarship Regulations.

Article 6
Travel funded by R&D

- (1) If a PhD student is sent on a business trip, the procedure followed must always adhere to the terms and conditions of use of funds given by the provider.
- (2) The requirement set by the provider is the conclusion of an innominate contract in accordance with provisions of § 1746 Paragraph 2 of the Civil Code or the establishment of an employment relationship. If it is required to enter into an innominate contract, the procedure followed shall adhere to this Directive. If it is required to enter an employment relationship which puts a PhD student in the position

of an employee, an agreement on work performed outside regular employment shall be concluded. In the agreement, the entitlement to reimbursement of travel expenses must be agreed upon, and the payment of reimbursement of travel expenses is governed by the Bursar's Directive "Reimbursement of Travel Expenses Paid to Employees under Act No. 262/2006 Coll., the Labour Code", as amended.

Article 7

Activities beyond the scope of the degree programme

- (1) If a student performs activities for TBU beyond the scope of the degree programme which the student is enrolled on, the student must enter an employment relationship with TBU.

Article 8

Final provisions

- (1) This Directive abrogates the Bursar's Directive SK 2/2012 Travel Expenses Paid to Students of Bachelor's, Master's and Doctoral Programmes and Programmes of the University of the Third Age SK 5/2014 Amendment 1 and SK 5/2016 Amendment 2 to the Bursar's Directive No. 2/2012 – Travel Expenses Paid to Students of Bachelor's, Master's and Doctoral Programmes and Programmes of the University of the Third Age.