|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Accounting period |  |

**Claim for travel expenses – student**

**Name of student:**

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning of journey - date |  | time |  |
| End of journey - date |  | time |  |

**Means of transport**

train bus plane other – please specify

[ ]  [ ]  [ ]  [ ]

**The student submits the following documents for reimbursement:**

 to be completed by the Economic Department

|  |  |  |
| --- | --- | --- |
|  | Proof of payment of accommodation |  |
|  | Plane, bus, or train ticket (including boarding pass) |  |
|  | Local (municipal) transport tickets |  |
|  | Proof of payment of travel insurance |  |
|  | Proof of payment of conference fee |  |
|  | Report on journey |  |
|  | Contract on provision of travel expenses – student |  |
|  | Statutory declaration in the case of payments by bank card |  |
|  | **Total amount to be reimbursed (Kč)** |  |

**Bank account number:**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exchange rate for foreign travel: day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_currency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kč\_\_\_\_\_\_\_\_\_\_\_

##### Approved: Mgr. Pavel Moskala, Th.D., Bursar (authorising officer)…...............................................................

Matter dealt with by: Zuzana Veselá……………………………………………………………………………………………………………

Head of Economic Department: Eva Semecká……………………………………………………………………………………………

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