

Charles University, Faculty of Medicine in Hradec Králové

Dean's Directive No. 2/2024

Ref. No. UKLFHK/44388/2024

Title: **Employees' Business Trips and Student Trips outside the Scope of Employment at the Faculty of Medicine in Hradec Králové**

Force and effect: on the date of execution by the Dean

**Article 1
Introductory Provision**

This Dean's Directive is hereby stipulated to implement Rector's Directive No. 54/2023 Employees' Business Trips and Student Trips outside the Scope of Employment at Charles University

**Article 2
Rules**

1. Employees' business trips and students trips outside the scope of employment at the Faculty of Medicine in Hradec Králové commenced as of 1 Feb 2024 are regulated in the full scope by Rector's Directive No. 54/2023 Employees' Business Trips and Student Trips outside the Scope of Employment at Charles University ("Rector's Directive No. 54/2023").
2. The Faculty of Medicine in Hradec Králové hereby stipulates further rules regarding the use of a motor vehicle beyond the scope of Rector's Directive No. 54/2023.

**Article 3
Use of a Motor Vehicle**

1. Employees must present the following documents to use any motor vehicle on a business trip:
 - a. Valid driving licence for the motor vehicle used;
 - b. Certificate of having attended a training for drivers no more than 24 months before the commencement of the business trip, including a training organised by another employer;
 - c. Certificate of a medical examination in the case of employees above the age of 65 years in accordance with Act No. 361/2000 Sb., to regulate road traffic and to amend certain laws (Road Traffic Act), as amended.
2. Employees must present the following documents to use a private vehicle or a vehicle owned by another person:
 - a. Copy of part II of the vehicle registration certificate or part I of the vehicle registration certificate if the former has not been issued;

- b. Copy of a document proving a valid motor vehicle third-party liability insurance contract, or a confirmation from the hire purchase company of having taken out motor vehicle third-party liability insurance (green card);
 - c. Copy of a document proving collision insurance, which includes vehicle insurance as well as medical expense insurance for fellow travellers, if any.
3. Other matters related to the use of a motor vehicle are governed by Rector's Directive No. 54/2023.

Article 4 **Transitional Provision**

1. In accordance with Article 38 (5) and (6) of Rector's Directive No. 54/2023, employees are obliged to use the Financial Information System (FIS) for the administration of their business trips until the electronic administration of travel orders is implemented in the full scope.
2. They must submit the expense report form in the case of business trips to a foreign country to the Finance Office in paper form.
3. All other forms required for the administration of business trips in the Czech Republic are available on the Faculty's website at [https:// www.lfhk.cuni.cz/Zamestnanci/Formulare-a-metodiky/Ekonomicke-oddeleni/](https://www.lfhk.cuni.cz/Zamestnanci/Formulare-a-metodiky/Ekonomicke-oddeleni/), and at [https:// www.lfhk.cuni.cz/Zamestnanci/Formulare-a-metodiky/Grantove-a-zahranicni-oddeleni/Zahranicni-oddeleni/](https://www.lfhk.cuni.cz/Zamestnanci/Formulare-a-metodiky/Grantove-a-zahranicni-oddeleni/Zahranicni-oddeleni/) in the case of business trips to a foreign country.

Article 5 **Final Provisions**

1. This Directive comes into force and effect on the date of the execution thereof by the Dean.
2. Directive T_S_02/2013 Provision of Travel Allowances of 1 Oct 2013 is hereby repealed.

In Hradec Králové on 31 Jan 2024

Prof. MUDr. Jiří Mand'ák, Ph.D.
Dean