

# **Charles University, Faculty of Medicine in Hradec Králové**

**Dean's Directive No. 2/2026**

**Ref. No. UKLFHK/31117/2026**

Title: **Employee Business Trips at Charles University, Faculty of Medicine in Hradec Králové**

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

Responsible office: Finance Office

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## **Article 1 Introductory Provision**

1. This Dean's directive implements Rector's Directive No. 1/2026 Employee Business Trips at Charles University.

## **Article 2 Rules**

1. Employee business trips at the Faculty of Medicine in Hradec Králové commenced as of 1 February 2026 are governed in the full scope by Rector's Directive No. 1/2026 Employee Business Trips at Charles University ("Rector's Directive No. 1/2026").
2. The Faculty of Medicine in Hradec Králové hereby stipulates rules for the use of a motor vehicle, the business trip expense report, and travel insurance beyond the scope of Rector's Directive No. 1/2026.

## **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 type of motor vehicle to be 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 70 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. 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 and a copy of the Roadworthiness Certificate (which is a part of the Roadworthiness Test Record) from the last roadworthiness test of the vehicle;
  - b. A 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. A 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. 1/2026.

#### **Article 4 Travel Insurance**

1. If an employee is sent on a business trip to a foreign country, he or she is covered by the group insurance policy for short-term and long-term business trips to a foreign country entered into between the employer and a contractual partner.

#### **Article 5 Business Trip Expense Report**

1. The expense report for business trips in the Czech Republic as well as for business trips to a foreign country must include the Business Trip Report.

#### **Article 6 Transitional Provisions**

1. In accordance with Article 37 (4) of Rector's Directive No. 1/2026, 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. In the case of business trips to a foreign country, the expense report form must be submitted 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://intranet.lfhk.cuni.cz/dokument/454> and at <https://intranet.lfhk.cuni.cz/dokumenty?types=gzo> in the case of business trips to a foreign country.

#### **Article 7 Final Provisions**

1. The present directive comes into force and effect on the date of execution by the Dean.
2. Dean's Directive No. 2/2024 Employees' Business Trips and Student Trips outside the Scope of Employment at the Faculty of Medicine in Hradec Králové of 31 January is hereby repealed.

Hradec Králové, 5 February 2026

prof. MUDr. Jiří Mand'ák, Ph.D.  
Dean