

## **Agreement**

on the provision of reimbursement of expenses during a business trip pursuant to Section 1(5) of Act No 283/2002 Coll. on travel allowances, as amended and supplemented (hereinafter only referred to as 'the Agreement') concluded between

### **Article I. Parties to the Agreement**

#### ***Reimbursement Provider:***

Name of the Organisation: Centre of Social and Psychological Sciences of the Slovak Academy of Sciences  
Registered Office: Šancová 56, 811 05 Bratislava  
Represented by: Mgr. Denisa Fedáková, PhD.  
Organizational Unit: Institute of Social Sciences  
Represented by: Ing. Anna Kalistová, PhD.  
Bank Connection: State Treasury  
Account number (IBAN): SK07 8180 0000 0070 0066 7077  
ID: 00596795  
TAX ID: 2021299467  
(hereinafter only referred to as 'the Provider')

**and**

#### ***Reimbursement Recipient:***

Name and Surname: Maja Kutlaca  
Permanent Residence:  
Date of Birth  
Email: maja.kutlaca@durham.ac.uk  
Employer: Durham University, UK  
Bank Account:  
Bank Name:  
Bank Address:  
Account Number (IBAN):  
SWIFT:  
(hereinafter only referred to as 'the Recipient')

### **Article II.**

The subject of this Agreement is to regulate the mutual relations between the Provider and the Recipient concerning the reimbursement of expenses (hereinafter referred to as 'reimbursement') in respect of a business trip related to the performance of tasks on a foreign business trip to which the Recipient is sent.

### **Article III.**

#### **Subject of the Agreement and its financial provision**

1. The Agreement is concluded for a specific foreign business trip from Newcastle to Košice to be carried out as part of 'the European Association of Social Psychology Summer School 2024 in Košice' (hereinafter only referred to as 'the summer school') between 7. – 20. July 2024. The

purpose, objectives and conditions of the foreign business trip are defined by the European Association of Social Psychology (EASP).

2. The Recipient will actively participate in the EASP Summer School 2024 as a teacher during workshop focused on Solidarity and Social Change.
3. The Provider undertakes, according to Act No. 283/2002 Coll. on Travel reimbursements, as amended, to reimburse the Recipient for travel expenses from Newcastle to Košice and back, including expenses for accommodation and meals during the Recipient's participation in the summer school.
4. Expenses for accommodation (with breakfast) of the Recipient at the Yasmin Hotel in Košice from 7 July to 20 July 2024 will be paid by the Provider in the form of an invoice issued by the accommodation facility.
5. Expenses for meals provided to the Recipient during the summer school will be paid by the Provider in the form of an invoice issued by the FF UPJŠ in Košice, or another catering establishment.
6. Travel expenses (tickets, airline tickets) will be reimbursed to the Recipient based on their billing in the following forms: submission of a signed Request for reimbursement of travel costs and report on business trip (which form is an annex to the contract) with all original travel tickets attached in pdf format submitted to provided shared file. Reimbursement of travel expenses will be made to the Recipient's account listed in the header of this Agreement within 10 days after submitting all documents in original form.
7. The start of the business trip is 6 July 2024 in Newcastle, United Kingdom. The estimated end of the business trip is 20 July 2024 in Newcastle, United Kingdom.

#### **Article IV. Rights and Obligations**

8. The Recipient is obliged to submit a statement of the business trip on the form provided by the Provider, together with the original documents necessary for the statement and a report on the foreign business trip, in accordance with Section 36(7) of Act No 283/2002 Coll. on travel allowances, as amended, within 10 days of the completion of the business trip.

#### **Article V. Final provisions**

1. All other legal relations not covered by this Agreement shall be governed by the relevant provisions of the Civil Code of the Slovak Republic, Act No 283/2002 Coll. on travel allowances, as amended, the internal regulations of the Provider, as well as generally binding legal rules governing the areas concerned.
2. The Parties to the Agreement declare that they have read the Agreement, understand its contents, that it represents their serious and free will and, in token of their agreement, sign it
3. Any changes and amendments to this Agreement may only be made in writing and by mutual agreement of both Parties.
4. The Agreement is drawn up in two originals, one for the Provider of reimbursement, one for the recipient of reimbursement.

5. This Agreement shall enter into force on the date of its signing by both Parties to the Agreement and shall come into force on the day following the date of its publication in the Central Register of Contracts of the Slovak Republic.

In Košice/Newcastle, on: 20.06.2024

-----

Recipient of reimbursement

-----

Provider of reimbursement