



**University of Finance and Administration (VŠFS)**

**Methodological Instruction of the Vice-rector for Research and Development  
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**Reimbursement of costs associated with attending a scientific research event**

**Article 1: Introduction**

1) The Methodological Instruction regulates the process of approving the participation of an employee of the University of Finance and Administration (Vysoká škola finanční a správní, a.s., hereinafter “VŠFS”) in a scientific research conference, workshop, seminar, colloquium, or other similar event (hereinafter a “scientific research event”).

2) Costs associated with attending a scientific research event may be reimbursed with funds for the long-term conceptual development of the research organization, funds for specific university research, or special-purpose support for research projects pursuant to Act No. 130/2002 Coll., on support for research, experimental development, and innovation, as amended.

3) This methodological instruction covers the following:

- a) reimbursement of costs associated with attending a domestic scientific research event,
- b) reimbursement of costs associated with attending an international scientific research event,
- c) reimbursement of costs associated with attending an online conference.

4) A request for reimbursement of costs associated with attending a scientific research event may be submitted by:

- d) an academic staff member employed by VŠFS,
- e) in exceptional cases, a staff member in another employment relationship (FTE, IC), upon prior discussion with Department of Research and Development (Odbor výzkumu a vývoje, hereinafter “OVV”),
- c) a student of an accredited doctoral degree program in a full-time or combined form of study.

5) Accounting for attending a scientific research event proceeds according to the applicable current internal regulations on travel allowances and on the circulation of accounting documents.

## **Article 2: Reimbursement of costs associated with attending a domestic scientific research event**

### 1) The request contains the following formalities:

- name of the applicant, his/her department,
- name and type of event,
- date of event,
- location of event,
- dates of stay including business days,
- type of result according to the definitions of types of results<sup>1</sup> Methodology 2017+,
- tentative title of result,
- justification and benefits of attending the event,
- estimated cost budget:
  - o amount of registration/conference fee,
  - o intended means of transport and fare amount,
  - o price of accommodation and number of nights,
  - o amount of meals,
  - o information on any other related costs,
  - o summary of planned costs in CZK,
- in the event of a result produced as part of a research project, the name, type (internal, external, international), and number of the project,
- a statement from the direct supervisor, in the case of doctoral students, a statement from his/her supervisor,
- information required for reimbursement of registration/conference fee if no invoice is available.

### 2) Method of filing a request:

- The request form attached as Annex 1 to this guideline shall be submitted in hard copy to the designated staff member of the OVV not later than 30 days before payment date of the conference fee.
- The head of OVV shall designate the staff member.
- The designated OVV staff member shall check the accuracy and completeness of the information and, in case of any deficiencies, will require the requester to complete the information.

### 3) Request approval process:

- The appointed OVV staff member shall submit the complete, formally correct request, along with the opinion of the head of OVV, to the Vice-Rector for Research and Development. The request will then be forwarded to the Bursar.

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<sup>1</sup>Definitions of types of results – Separate Annex No. 4 of the Methodology for the evaluation of research organizations and programs of targeted support for research, development, and innovation approved by Government Resolution No. 107 of 8 February 2017, which was approved by Government Resolution No. 837 on 29 November 2017.

- Approved requests will be submitted to the designated staff member of OVV for further processing, who will inform the requester of the outcome of the approval process.
- If the request is approved, the requester will provide OVV with confirmation of registration for the event and the request will be assigned for payment.

### **Article 3: Reimbursement of costs associated with attending a foreign scientific research event**

#### 1) The request contains the following formalities:

- name of the applicant, his/her department,
- name and type of event,
- date of event,
- location of event,
- dates of stay including business days,
- type of result according to the definitions of types of results<sup>2</sup> Methodology 2017+,
- tentative title of result,
- justification and benefits of attending the event,
- estimated cost budget:
  - amount of registration/conference fee,
  - intended means of transport and fare amount,
  - price of accommodation and number of nights,
  - amount of meals,
  - health insurance costs,
  - amount of per diem,
  - information on any other related costs,
  - summary of planned costs in CZK,
- in the event of a result produced as part of a research project, the name, type (internal, external, international), and number of the project,
- dean's statement,
- information required for reimbursement of registration/conference fee if no invoice is available,
- information needed for foreign exchange facilities.

#### 2) Method of filing a request:

- The request form attached as Annex 2 to this guideline shall be submitted in hard copy to the designated staff member of OVV not later than 30 days before payment date of the conference fee.

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<sup>2</sup>Definitions of types of results – Separate Annex No. 4 of the Methodology for the evaluation of research organizations and programs of targeted support for research, development, and innovation approved by Government Resolution No. 107 of 8 February 2017, which was approved by Government Resolution No. 837 on 29 November 2017.

- The head of OVV shall designate the staff member.
- The designated OVV staff member shall check the accuracy and completeness of the information and, in case of any deficiencies, will require the requester to complete the information.

### 3) Request approval process:

- The appointed OVV staff member shall submit the complete, formally correct request, along with the opinion of the head of OVV, to the Vice-Rector for Research and Development. The request will then be forwarded to the Rector.
- Approved requests will be submitted to the designated staff member of OVV for further processing, who will inform the requester of the outcome of the approval process.
- If the request is approved, the requester will provide OVV with confirmation of registration for the event and the request will be assigned for payment.

### **Article 4: Reimbursement of costs associated with attending an online conference**

#### 1) The request contains the following formalities:

- name of the applicant, his/her department,
- name and type of event,
- date of event,
- type of result according to the definitions of types of results<sup>3</sup> Methodology 2017+,
- tentative title of result,
- justification and benefits of attending the conference,
- estimated cost budget:
  - o amount of registration/conference fee,
  - o information on any other related costs,
  - o summary of planned costs in CZK,
- in the event of a result produced as part of a research project, the name, type (internal, external, international), and number of the project,
- a statement from the direct supervisor, in the case of doctoral students, a statement from his/her supervisor,
- information required for reimbursement of registration/conference fee if no invoice is available.

#### 2) Method of filing a request:

- The request form attached as Annex 3 to this guideline shall be submitted in hard copy to the designated staff member of OVV not later than 30 days before payment date of the conference fee.
- The head of OVV shall designate the staff member.

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<sup>3</sup>Definitions of types of results – Separate Annex No. 4 of the Methodology for the evaluation of research organizations and programs of targeted support for research, development, and innovation approved by Government Resolution No. 107 of 8 February 2017, which was approved by Government Resolution No. 837 on 29 November 2017.

- The designated OVV staff member shall check the accuracy and completeness of the information and, in case of any deficiencies, will require the requester to complete the information.

3) Request approval process:

- The appointed OVV staff member shall submit the complete, formally correct request, along with the opinion of the head of OVV, to the Vice-Rector for Research and Development. The request will then be forwarded to the Bursar.
- Approved requests will be submitted to the designated staff member of OVV for further processing, who will inform the requester of the outcome of the approval process.
- If the request is approved, the requester will provide OVV with confirmation of registration for the conference and the request will be assigned for payment.

**Article 5: Final provisions**

- 1) This Instruction replaces Methodological Instruction No. 1/2010-2011, Attending a domestic conference, dated 03 November 2010.



Assoc. Prof. Mgr. Ondřej Roubal, Ph.D.

Vice-rector for Research and Development

Annexes:

- 1) Request for reimbursement of costs associated with attending a domestic scientific research event
- 2) Request for reimbursement of costs associated with attending a foreign scientific research event
- 3) Request for reimbursement of costs associated with attending an online conference

### Request for reimbursement of costs associated with attending a domestic scientific research event

First and last name and department of the requester	
Name and type of event	
Date of event	
Place of event	
Dates of stay including travel days	
Expected output	
Tentative title of the output	
Justification	

#### **Estimated cost budget**

Registration/conference fee	
Mode of transportation, fare	
Accommodation, number of nights	
Meals	
Other costs	
<b>Anticipated total costs in CZK</b>	

#### **I recommend covering the costs from the project budget**

Costs will be covered by the project (yes, no)	
Name of the project	
Project type, business case number	

Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Direct supervisor recommends attending*)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:.....	Signature: .....
Head of OVV recommends attending	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:.....	Signature: .....
Vice-Rector for R&D recommends attending	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:.....	Signature: .....
Bursar approves attendance	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:.....	Signature: .....

\*) in the case of doctoral students, a statement from his/her supervisor

#### **Information required for reimbursement of registration/conference fee** (complete if no invoice available)

Amount in CZK	
Bank account number	
IBAN	
SWIFT	
Variable symbol	
Note	

**Request for reimbursement of costs associated with attending a foreign  
scientific research event**

First and last name and department of the requester	
Name and type of event	
Date of event	
Place of event	
Dates of stay including travel days	
Expected output	
Tentative title of output	
Justification	

**Estimated cost budget**

Registration/conference fee	
Mode of transportation, fare	
Accommodation, number of nights	
Meals	
Health insurance	
Per diem	
Other costs	
<b>Anticipated total costs in CZK</b>	

**I recommend covering the costs from the project budget**

Costs will be covered by the project (yes, no)	
Name of the project	
Project type, business case number	

Date:

Signature of applicant:

Dean recommends attending

 YES  NO

Date:..... Signature: .....

Head of OVV recommends attending

 YES  NO

Date:..... Signature: .....

Vice-Rector for R&amp;D recommends attending

 YES  NO

Date:..... Signature: .....

Rector approves attendance

 YES  NO

Date:..... Signature: .....

**Information required for reimbursement of registration/conference fee** (complete if no invoice available)

Recipient (name of account holder, address, country)	
Recipient bank (name, address, country)	
IBAN (account number)	
SWIFT	
Amount and currency of transfer	
Variable symbol	
In the message to the recipient	
Note	

### Request for foreign exchange facilities

Meals	YES	NO
Per diem**)	YES	NO
Expensable advance in foreign currency (amount and currency)	YES	NO
Currency and amount		
Currency and amount		
Request for insurance	YES	NO
Birth number		
Health insurance carrier		
Permanent residence		
Term of insurance from - to		
Booking/purchasing fly tickets	YES	NO
Departure date and time		
Arrival date and time		
Accommodation	YES	NO
From - to		

\*\* ) in accordance with the Travel Reimbursement Directive, approved by a member of the council (0-40 %)

**Request for reimbursement of costs associated with attending an online  
conference**

First and last name and department of the requester	
Name of conference	
Date of conference	
Expected output	
Tentative title of output	
Justification	

**Estimated cost budget**

Registration/conference fee	
Other costs	
<b>Anticipated total costs in CZK</b>	

**I recommend covering the costs from the project budget**

Costs will be covered by the project (yes, no)	
Name of the project	
Project type, business case number	

Date:

Signature of applicant:

\_\_\_\_\_

\_\_\_\_\_

Direct supervisor recommends attending*)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:.....	Signature: .....
Head of OVV recommends attending	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:.....	Signature: .....
Vice-Rector for R&D recommends attending	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:.....	Signature: .....
Bursar approves attendance	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:.....	Signature: .....

\*) in the case of doctoral students, a statement from his/her supervisor

**Information required for reimbursement of registration/conference fee in CZ** (complete if no invoice available)

Amount in CZK	
Bank account number	
IBAN	
SWIFT	
Variable symbol	
Note	

**Information required for reimbursement of registration/conference fee abroad** (complete if no invoice available)

Recipient (name of account holder, address, country)	
Recipient bank (name, address, country)	
IBAN (account number)	
SWIFT	
Amount and currency of transfer	
Variable symbol	
In the message to the recipient	
Note	