



# Amount of Reimbursement of Travel Expenses for Meals

This Directive is issued in accordance with Article II, paragraph 3 of the Bursar's Directive 01/2022 – Directive on Travel Expenses and sets the amount of reimbursement of travel expenses for meals according to the rates set by Decree No. 467/2022 Sb. as amended, effective from 1 January 2023.

Meals:

- For each calendar day of travel, the employee is entitled to a meal allowance of:
  - a) CZK 129 if the business trip lasts between 5 and 12 hours;
  - b) CZK 196 if the business trip lasts longer than 12 hours, but no longer than 18 hours;
  - c) CZK 307 if the business trip lasts longer than 18 hours.

This Directive repeals Bursar's Directive No. 11/2022.

This Directive shall enter into force and effect on the date of its signature.

Travel expenses for meals for business trips undertaken between 1 January 2023 and the effective date of this Directive will be calculated in accordance with this Directive.

In Hradec Králové, 3 January 2023

Ing. Aleš Klicnar

**Intended for:** All UHK employees