

**Employee’s Application for Using a Private Motor Vehicle per Section 157(2) of the Act**

Applicant’s (employee’s) name and surname:

Vehicle Registration No.:

Business trip from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business trip date:

The employee declares that he/she has a motor vehicle accident insurance contract entered into for the vehicle to be used on the business trip. A photocopy of the insurance policy will be submitted along with the travel order after finishing the business trip.

The applicant understands that he/she is only entitled to reimbursement for his/her travel expenses up to the amount corresponding to the fare charged if using the relevant public means of transport.

In Hradec Králové, dated:

Applicant’s (employee’s) signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement**: The University of Hradec Králové approves x does not approve the use of the private road motor vehicle per Section 157(2) of the Act under the conditions stated above.

*\* Delete where inapplicable*

Signature of the operation orderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_