



SLOVENSKÁ AGENTÚRA  
PRE MEDZINÁRODNÚ  
ROZVOJOVÚ SPOLUPRÁCU

## AGREEMENT ON THE REIMBURSEMENT OF TRAVEL EXPENSES SAMRS/SSE/282/1743/2019

concluded pursuant to Section 51 of the Civil Code and of the Act on Travel Expenses Reimbursement, as amended.

### Parties hereto

#### Reimbursement's Provider:

Slovak Agency for International Development Cooperation  
Pražská 7, 811 04 Bratislava, Slovakia  
Company Registration No.: 31819559  
Represented by: Lucia Kišš, Director  
(hereinafter referred to as the "Agency")

#### Reimbursement's Recipient:

Name and Surname: Gulchina Kutchava  
Permanent Residency Address: (street,  
number, city, postal code)  
Country:  
Banking Data  
Name of the bank account/account holder:  
Name of the bank:  
Bank Code:  
Bank Account Number:  
Address of the bank: (street, number, city,  
postal code)  
IBAN:  
SWIFT/BIC:

(hereinafter referred to as the "Recipient")

### I

#### Subject of the Agreement

1. The subject of the Agreement shall be the reimbursement of travel expenses (flight ticket) to the Recipient being the person stated in Section 1 (2) (c) of Act No. 283/2002 Coll. on Travel Reimbursements for the study visit to the Slovak Republic:

Date of the trip (D/M/Y):	23 June until 28 June 2019
Destination of the trip:	The Slovak Republic
Purpose of the trip:	Study visit to Slovakia with an overall objective of participation at a seminar on water management (trilateral cooperation)



Name of traveller: Gulchina Kutchava

The reimbursement's Recipient shall perform the following tasks within the *Sharing Slovak Expertise* ODA tool: participation in the study visit to The Slovak Republic during the abovementioned period. The study visit will be focused on participation at a seminar on water management (trilateral cooperation). The Recipient will arrange and buy a flight ticket (in economy class) for all abovementioned travellers.

2. The Agency shall refund the Recipient the flight ticket in economy class (no additional fees will be refunded) for above mentioned purpose of the study visit to Slovakia and in compliance with the conditions in Article II. The overall refund for recipient's travel expenses shall not exceed 600€. The study visit shall be undertaken within the period from 23 June until 28 June 2019.

## II Rights and Duties

1. The Recipient is obliged to submit all original documents proving the total amount of costs that are subject to travel costs reimbursement (flight ticket schedule, boarding passes, invoice and/or bank statement proving the payment for the flight ticket) after arrival to Slovakia between 23 June until 28 June 2019.
2. The Agency shall reimburse the expenses of flight tickets only for participant who participated on the study visit to Slovakia. After receiving all copies of the documents the Agency will reimburse the Recipient for the expenses, no later than 15 days after the reception of the required documents.
3. Unless the Agency requests or agrees otherwise, any communication or publication made by the beneficiary that relates to the study visit, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, in electronic form, etc.), including tangible assets acquired from the project must:
  - (a) indicate that the action has received funding from the Official Development Assistance; SlovakAid and
  - (b) display the SlovakAid logo.

When displayed in association with another logo, the SlovakAid logo must have appropriate prominence. The obligation to display the SlovakAid logo does not confer on the beneficiary a right of exclusive use. The beneficiary may not appropriate the SlovakAid logo or any similar trademark or logo, either by registration or by any other means. For the purposes outlined above and under the conditions specified therein, the beneficiary may use the SlovakAid logo without first obtaining permission from the SAIDC.

## III



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### Final Arrangements

1. This Agreement shall become valid as of the day of its signing by both parties hereto, and effective as of the day following the day of its publication in the Central Register of Agreements administered by the Government Office of the Slovak Republic.
2. The Agreement has been made out in two counterparts, of which the Reimbursement Recipient and the Agency shall each receive one.
3. The parties hereto declare to having read the contents hereof, and confirm their consent with the contents hereof by signing the Agreement in person.

Date: \_\_.06.2019

Date: 12.06.2019

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Signature and stamp of the Agency  
Lucia Kišš, Director

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Name and signature of the Recipient  
12.6.2019