

# Contractual Agreement on the Reimbursement of Travel Expenses (05/2022-ANAP)

concluded pursuant to Section 51 of Act No 40/1964 Coll. the Civil Code As Amended (hereinafter as “Civil Code”) and Section 1 Subsection 2 letter c) of Act No 283/2002 Coll. On Travel Expenses As Amended (hereinafter as „Agreement“)

by and between:

## 1. Ministry of Foreign and European Affairs

Registered seat: Hlboká cesta 2, 833 36 Bratislava  
Represented by: Imrich Marton, director of Department of Analysis and Planning  
Ivana Čermáková, director of Finance Department  
Identification Number: 00699021  
VAT No.: SK2020879344  
Bank: Štátna pokladnica, a.s.  
IBAN account No.: [REDACTED]  
BIC/SWIFT: SPSRSKBA  
Contact Person: Miroslav Ivan, [REDACTED] [REDACTED]

(hereinafter as „**Ministry**“)

and

## 2. Name and Surname: Wojciech Przybylski

Address: Galczyńskiego 5, 00-362 Warsaw, Poland  
Bank: mBank S.A. FORMERLY BRE BANK S.A., Skrytka pocztowa 2108, 90-959  
Łódź 2, Poland  
Bank Code: [REDACTED]  
IBAN Account No.: [REDACTED]  
BIC/SWIFT: [REDACTED]

(hereinafter as „**Reimbursement Recipient**“)

(Ministry and Reimbursement Recipient hereinafter altogether as „**Parties**“)

## Article I Subject of the Agreement

1. The subject of the Agreement shall be the reimbursement of travel expenses to the Reimbursement Recipient being the person stated in Section 1 Subsection 2 Letter c) of Act No. 283/2002 Coll. On Travel Expenses As Amended (hereinafter “Act No.

283/2002 Coll.”), related to the business trip with aim of participating at the Analytical Days of Svetoslav Bombik, an event organized by the Ministry.

2. Duration of the business trip: from 28.11. 2022 to 29.11. 2022
3. Destination of the business trip: Bratislava
4. During the business trip, the Reimbursement Recipient shall perform following assignment for the Ministry: performing the role of a discussion panellist at the conference above.
5. The Ministry shall reimburse travel expenses associated with the business trip pursuant this article in the scope and in compliance with the conditions stipulated in Article II of this Agreement.

## **Article II**

### **The range and the procedure of the reimbursement of travel expenses, the rights and the duties of Parties**

1. Ministry shall provide to the Reimbursement Recipient the following travel expenses associated with the business trip pursuant the Article II Section 5 of this Agreement: reimbursement of documented transportation expenses and reimbursement of documented accommodation expenses.
2. Ministry shall reimburse the Reimbursement Recipient proven transport-related expenses as follows: economy return ticket from Warsaw to Bratislava and travel tickets and/or local regular public transport expenses incurred in connection with the business trip on 28.-29. November 2022 in overall sum not exceeding 300 EUR.
3. Ministry shall reimburse the Reimbursement Recipient proven accommodation expenses during the business trip for two nights in overall sum not exceeding 300 EUR.
4. Reimbursement Recipient shall be obliged to submit documents proving the amount of expenses that are subject to reimbursement in line with this Article, to Ministry, no later than 10 days after the business trip. In case that document proving the amount of expenses pursuant to first sentence of this Section would be an invoice or a receipt, the invoice or the receipt shall comply all terms stated/set under the law. All submitted documents shall correspond to the time and place of the business trip.
5. The Ministry shall reimburse the Reimbursement Recipient for the travel expenses in connection with the business trip under this Agreement, no later than 30 days after submitting the documents proving overall amount of expenses incurred for travel.

## **Article III**

### **Final provisions**

1. This Agreement has been made in two (2) identical copies in the English language and each party shall receive one copy.

2. This Agreement shall be governed and construed in accordance with the terms of this Agreement and on a subsidiary basis by the laws of the Slovak Republic. The Parties shall undertake all reasonable efforts in order to solve in an amicable manner any controversy arising in connection with this Agreement. Any controversy or dispute or claim arising between the Parties which cannot be settled amicably in connection with this Agreement or any agreement in furtherance thereof including disputes with respect to the validity of those Agreements, shall be finally and exclusively settled by the competent Slovak court.
3. Any amendments or changes to this Agreement shall only be in writing and shall be made exclusively upon mutual agreement of the Parties.
4. This Agreement shall become valid as of the day of its signing by both Parties hereto. As this Agreement is mandatorily disclosed contract pursuant to Section 5a of Act No. 211/2000 Coll. On Free Access To Information And On Amendments And Supplements To Certain Acts (Freedom Of Information Act) As Amended, and in accordance with section 47a and section 853 subsection 3 of Civil Code, it shall enter into force the next day upon its disclosure in the Central Registry of Contracts maintained by the Government Office of the Slovak Republic, which is available on <http://www.crz.gov.sk/>.
5. Any personal data included in this Contract shall be processed pursuant to the Regulation (EU) 2016/679 Of The European Parliament And Of The Council of 27 April 2016 On The Protection Of Natural Persons With Regard To The Processing Of Personal Data And On The Free Movement Of Such Data, And Repealing Directive 95/46/EC (General Data Protection Regulation) and pursuant to Section 13 of Act No. 18/2018 Coll. On Personal Data Protection And Amending And Supplementing Certain Acts As Amended. Such data shall be processed solely for the purposes of the performance of this Agreement by the Parties.
6. Any communication under this Agreement (information, requests, submissions, formal notifications, etc.) shall be done in writing. On behalf of the Ministry, the communication with the Reimbursement Recipient is managed and facilitated by Miroslav Ivan, Email Address: [REDACTED] Phone: [REDACTED] (hereinafter as „Contact Person”). The Contact Person does not have decision-making authority with respect to any matter under this Agreement.

Bratislava, November 2022

Bratislava, November 2022

**On behalf of Ministry**

**On behalf of Recipient**

Ivana Čermáková,  
Director of Finance Department

Wojciech Przybylski

Imrich Marton  
Director of Department of Analysis and Planning