MUNI
LAW

Masaryk University Faculty of Law Instruction No. 3/2024

Limits on representation appropriations - rules for use

(*as amended with effect from 7 February 2024*)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue this instruction:

Article 1

Academic Departments #221100 - 222500 and non-academic departments are allocated a mandatory financial limit for calendar year 2024 within the faculty's own funds - Contract 1111(repre), Activity #1590 - to cover the cost of representation/refreshments at department/institute activities (conferences and workshops with no participation fee, department guests, etc.) The limit is not for alcoholic beverages.

Article 2

The limit is set at **CZK 3 000/workplace**. The limit cannot be exceeded. The head of the workplace is responsible for compliance with the limit. For the purpose of monitoring the spending, the Head of Unit has at his/her disposal in the INET system the 'Unit Budget Report' https://inet.muni.cz/app/zakazky/rozpSestavaPrac, in which he/she can continuously monitor the spending of the set limits.

Article 3

For the purposes of representation expenses within the Faculty (important faculty visits), a limit of **CZK 500 per person** is set from the Faculty's own funds - order 1111(repre), activity No.1590. The limit is not intended for alcoholic beverages. Expenses will be reimbursed only on the basis of a submitted tax receipt proving the number of persons. Administration is carried out by the Department of International Relations and the Dean's Secretariat.

Article 4

1) Control of compliance with the established limits is carried out by the Secretary of the Faculty. Exceptions may be granted by the Dean of the Faculty in cases of special importance.

2)This instruction shall take effect on 7 February 2024.

In Brno on 7 February 2024

Ing. Blanka Přikrylová, v. r.,
PrF secretary

Translated with DeepL-Translator