
Finance Office

Contact

Office hours are cancelled during the summer holidays. A personal visit is possible by prior arrangement.

Finance Office

Faculty of Humanities, Charles University

Pátkova 2137/5

182 00 Prague 8 Czech Republic

0.21, 0.24

Staff

Jitka PRACHAŘOVÁ <i>Head of the Finance Office</i>	Ing. Jitka ŽIVNÁ <i>Faculty Accountant</i>	Bc. Klára DRAHORÁDOVÁ
Office No. 0.21	Office No. 0.21	Office No. 0.21
Phone: +420 224 271 415	Phone: +420 224 271 415	Phone: +420 224 271 415
	cash desk for employees, Czech invoices	evidence of property
e-mail: jitka.pracharova@fhs.cuni.cz	e-mail: jitka.zivna@fhs.cuni.cz	e-mail: klara.drahoradova@fhs.cuni.cz
Office hours: Monday - Thursday: 7:30 – 13:30 Friday: 7:30 – 12:00	Office hours: Monday - Thursday: 7:30 – 13:30 Friday: 7:30 – 12:00	Office hours: Monday - Friday: 8:00 – 11:30
Jana MALINOVÁ <i>Chief Accountant</i>	Marek MATUŠÍK	
Office No. 0.24	Office No. 0.24	
Phone: +420 224 271 413	Phone: +420 224 271 413	
international invoices, issued invoices	agreements to complete a job, work trips	
e-mail: jana.malinova@fhs.cuni.cz	e-mail: marek.matusik@fhs.cuni.cz	
Office hours: Monday - Thursday: 8:30 – 14:30 Friday: 8:30 – 13:00	Office hours: Monday - Thursday: 8:30 – 14:30 Friday: 8:30 – 13:00	

Documents for download

[Contract § 1746 for the reimbursement of travel expenses](#)

[Foreign payment](#)

Request for paid leave of absence: [Application Form](#) , and [Example](#)

[Electronic payslips - how to use them?](#)