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# Finance Office

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## Contacts

**Phone:**

**E-mail:** [Jitka.Pracharova@fhs.cuni.cz](mailto:Jitka.Pracharova@fhs.cuni.cz)

**Address:** Charles University, Faculty of Humanities, [Pátkova 2137/5, 182 00 Praha 8 - Libeň](#), Czech Republic

**Office No.:**

## Office hours

<b>MONDAY</b>	8:00 am - 2:00 pm	
<b>TUESDAY</b>	8:00 am - 2:00 pm	
<b>WEDNESDAY</b>	8:00 am - 2:00 pm	
<b>THURSDAY</b>	8:00 am - 2:00 pm	
<b>FRIDAY</b>	8:00 am - 2:00 pm	

## Staff

**Jitka PRACHAŘOVÁ**

Head of the Finance Office

[Jitka.Pracharova@fhs.cuni.cz](mailto:Jitka.Pracharova@fhs.cuni.cz)

**Phone:**

**Office No.:**

international invoices, invoices out

**Ing. Jitka ŽIVNÁ**

Faculty Accountant

[Jitka.Zivna@fhs.cuni.cz](mailto:Jitka.Zivna@fhs.cuni.cz)

**Phone:**

**Office No.:**

national business trips, employee finance, Czech invoices

## 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?](#)