



UNIVERSITETI "KADRI ZEKA" UNIVERSITY

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Chairman of the Steering Committee: Academician Fejzullah Krasniqi

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Pursuant to Article 23, paragraph 1 point 1.3 and 1.8 of the Statute of the University "Kadri Zeka" in Gjilan, the Steering Committee in its meeting held on the 15.01.2016, issued:

REGULATION

for determining the amount of formal lunch-dinner expenses and representation expenses

Article 1

Purpose

The purpose of this regulation is to manage as efficiently as possible the budget of the University "Kadi Zeka" in Gjilan, to determine the procedures and the amount of representation expenses and other expenses related to the formal lunches or dinners that are served when hosting delegations inside and outside the country, commissions and working meetings, celebration of anniversaries, scientific conferences, round tables, etc.

Article 2

Formal lunches are considered:

- a) Formal domestic lunches
- b) Formal foreign lunches and
- c) The Steering Committee Lunches

Article 3

The expenditure limit:

- a) Formal domestic lunches have a spending limit of 15.00 € per person.
- b) Formal foreign lunches have no spending limit per person.

Article 4

The right to use the representation has:

- Rector
- Chairman of the Steering Committee

Article 5

Depending on the reasons and needs of the work, the maximum value of the monthly expenses of representation is as follows:

- a) Rector 500.00 €, per month
- c) Chairman of the Steering Committee 250.00 €, per month

Article 6

The authorization of the expenses related to article 2 point a, b, is granted by one of the following:

- Rector
- Vice Rector for Budget and Finance
- Secretary General

Article 7

A formal dinner or lunch is considered when there are at least three participants.

The expenses of the rector's representation are considered the expenses one by one with the other party and optionally the expenses of the drivers.

All lunches when the rector is oneself as a third are considered formal foreign lunches.

Article 8

Lunches of the Steering Committee and the commissions of the Committee have a spending limit of 15.00 € per person.

Article 9

The authorization for the representation expenses of article 2 point c, is granted by:

- Chairman of the Steering Committee
- Vice chairman of the Steering Committee

Article 10

All representation expenses must be justified with the relevant invoice, on the back of the invoice the names of the people involved in the formal lunch / dinner are written, the purpose of the expenditure is mentioned and it is signed by the authorized person.

Article 11

Representation expenses can not be accumulated and the value of expenses is closed on the last day of the month.

Article 12

9.1. Representation expenses must be planned in the UKZ budget and approved each fiscal year.

9.2. Representation expenses must be justified by invoices which are paid through bank transfers to the current account of the service beneficiary.

9.3. Execution of bank transfer of funds is performed by the Budget and Finance Office of UKZ.

Article 13

This Regulation comes into force on the day of approval by the Steering Committee of the University "Kadri Zeka" Gjilan.

Chairman of the Steering Committee
Academician Fejzullah Krasniqi