



BPrAL - PPOHE  
**Kolegji AAB**

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**REGULATION FOR TRAVEL  
EXPENSES ABROAD**

### *Section 1*

Travel expenses include these obligations:

- a) the daily expenses
- b) accommodation expenses
- c) transportation costs
- d) other expenses

### *Section 2*

Vice-Rector of finance is responsible for all costs of visits and trips abroad.

### *Section 3*

The daily expenses and hotel are calculated while traveling. It is calculated every hour from the beginning until the end of the official travel (as long as the travel lasts).

### *Section 4*

The official travel abroad lasts 14 to 24 hours. Visits lasting 8 to 14 hours are calculated as 75% of the daily expenses and visits 6 to 8 hours are calculated as 25% of the daily expenses.

### *Section 5*

- a) Free food is provided during travel, and then 25% is deducted from the daily expenses.
- b) If the travel lasts 14 to 24 hours, and free food is provided; then 15% is deducted from the daily expenses.
- c) If the travel lasts 8 to 14 hours, and free food is provided; then it takes 10% of the daily expenses.

### *Section 6*

Hotel expenses for travels abroad go from Financial Vice-Rector's account in advance.

The staff should not need more than 3 stars hotel of European standard. In exceptional cases, the Financial Vice-Rector should be informed in advance.

In cases of violation of the regulation, the Pro-Rector has the right to stop paying other additional expenses.

### *Section 7*

- a) The Vice-Rector can require the use of other means of transport
- b) The use of Taxi is in compliance with rational expenses.
- c) Post-telephone expenses are resolved per mutual agreement.

### *Section 8*

In cases when official travels are performed with personal cars, then the car expenses are removed and 25% of the daily expenses are paid.

### *Section 9*

The expense account may be placed at the Financial Service at the latest within 7 days of the day of return from official travel.

### *Section 10*

The agreement is made with the official person and the Financial Vice-Rector. In order to facilitate the procedures, the Financial Pro-Rector accepts expense invoices within 7 days or earlier and compensates the official person who will make or has already made an official visit.

## **The Financial Issue Pro-Rector**

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<b>State</b>	<b>Currency in EUR and USD</b>
Australia	\$ 50
Austria	€ 55
Belgium	€ 60
Bulgaria	€ 30
Bosnia and Herzegovina	€ 30
Czech Republic	€ 40
Montenegro	€ 30
Denmark	€ 50
Finland	€ 50

France	€ 50
Greece	€ 30
Croatia	€ 30
Slovenia	€ 35
Italy	€ 50
Albania	€ 30
Hungary	€ 30
Macedonia	€ 30
Germany	€ 50
Norway	€ 50
Russia	€ 35
Spain	€ 40
Switzerland	€ 50
Poland	€ 40
Serbia	€ 30
Turkey	€ 30
US	\$ 60
UK	€ 50
Other countries	\$ 50