



**UNIVERSITETI - UNIVERSITY - UNIVERZITET**  
**"HAXHI ZEKË"**



Based on Article 17, paragraph 3, Article 23 of the Statute of "Haxhi Zeka" University, Regulation No. 06/2023 on Compensation for Official Travel and Representation Expenses, the Governing Council of "Haxhi Zeka" University approved it in its meeting on 28.07.2023:

## **REGULATION FOR SPECIAL EXPENSES FOR THE PERFORMANCE AND FULFILMENT OF WORK DUTIES**

### **Article 1**

#### **The Purpose**

These regulations aim to determine the conditions, manner, criteria and value of compensation and the procedure for claiming compensation for the performance of work tasks to create working conditions, set limits, restrictions and rational use of the budget of the University "Haxhi Zeka" in Peja.

### **Article 2**

#### **Representation expenses (expenses for official meetings)**

1. Officials, public functionaries and other categories of employees who are paid from the budget of the University "Haxhi Zeka" in Peja are entitled to entertainment expenses, if allowed by the provisions of this Regulation.
2. The following are entitled to representation expenses within the university:

2.1 Rector;

2.2 Chairman of the Steering Committee;

2.3 Vice-rectors;

2.4 Members of the Governing Council;

2.5 General Secretary;

2.6 Deans of academic units.

### **Article 3**

#### **Value of representation costs**

1. Depending on the reasons and requirements of the work tasks and responsibilities, the maximum value of representation costs for one (1) month is as follows:

1.1 Rector - unlimited;

1.2 Chairpersons - up to 200 euros;

1.3 Vice-rectors - up to 150 euros;

1.4 Members of the Governing Council - up to 100 euros;

1.5 Secretary General - up to 100 euros;

1.6 Deans of academic units - up to 100 euros.

2. Officials referred to in Article 2(2) who are granted representation expenses are entitled to a representation allowance of up to 100 euros (one hundred euros) per month for the requesting unit's needs for the provision of drinks for various and similar delegations.

3. Representation expenses only cover the costs of official meetings; they cannot be used for other purposes.

4. All representation costs must be supported by a corresponding invoice signed by the user.

### **Article 4**

#### **Official travel**

For the conditions, manner, amount of compensation and the procedure of benefiting from compensation for travel and for official stay in the country and abroad, the provisions provided

by Regulation (QRK) No. 06/2023 for compensation for official travel and Representation expenses.

#### **Article 5**

##### **Compensation and value of compensation for representation in commissions and working groups**

1. The commissions and working groups of the University may receive a maximum expense allowance of EUR 100 per month.
2. Except paragraph 1 of this Article, working groups dealing with organizations at the UHZ level may incur expenses as planned and approved by the Governing Council.
3. Representation expenses should be justified with the list of participants and the work report.
4. Accordingly, the expenses incurred by the head of the working group or the head of the commission for the work of the working group shall be regarded as reimbursement of representation expenses.
5. Expenses for representation are covered based on the request from the Chairman of the working group or the Commission, which is approved by the ZKA.
6. Representation expenses according to this article must be planned in the University's annual budget.

#### **Article 6**

##### **Administrative procedure of representation**

1. The user submits the reasoned request five (5) working days in advance to the ZKA for approval;
2. The ZKA approves/rejects the application two (2) working days after receipt of the application.
3. The representation costs should be documented with invoices and lists of participants.
4. Exceptionally in cases of meetings held from the Rectorate.

## **Article 7**

### **Exceeding the representation costs**

1. The representation costs specified in this regulation may not be exceeded.
2. Any excess from the allowed amount is covered by the relevant official who has exceeded the amount determined by this regulation and must be deducted from his salary.
3. Representation expenses cannot be accumulated and carried over to the next month. The cost value is finalized on the last day of the month.
4. In exceptional cases and with the prior approval of the Governing Council, the limits laid down in Article 3 of this Regulation may be exceeded.

## **Final provisions**

### **Article 8**

#### **Validity, implementation and change**

1. For issues that are not foreseen and not regulated by this Regulation, the provisions of the legislation in force that regulate this field shall apply.
2. The Governing Council made the authentic interpretation of this regulation.
3. This regulation is completed and amended in the same procedure.

### **Article 9**

#### **Repeal**

With the entry into force of this regulation, Regulation No. 3552/15 for special expenses for progress and performance of work duties.

### **Article 10**

#### **Entry into force**

This regulation enters into force on the day of approval by the Governing Council of UHZ.

Chairperson of the Governing Council of UHZ

Prof. Ass. Dr. Majlinda Belegu

  
