****

**COLLEGE OF INTERNATIONAL MANAGEMENT "GLOBUS"**

**FINANCIAL MANAGEMENT REGULATIONS**

Prishtina, 2020

**DECISION**

1. On the approval of the Regulation on Financial Management of the College of International Management - GLOBUS
2. To this decision is attached the Regulation on Financial Management of the College of International Management - GLOBUS
3. The decision enters into force immediately.

The decision should be sent to:

1. College Archive

2. College Management

3. The Secretary General

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In accordance with the competencies given in the Law on Higher Education in the Republic of Kosovo (No. 04 / L-037), the Law on Business Organizations in the Republic of Kosovo (No. 06 / L-016 ) and the Statute of GLOBUS College , The Governing Board of GLOBUS approved this Regulation on Financial Management.

# GENERAL PROVISIONS

## **Purpose**

**Article 1**

The main purpose of this regulation is to advance the transparency of actions in financial management in relation to best practices and standards, through comparisons with which, shareholders and other stakeholders can evaluate the performance of financial management within GLOBUS College.

**Article 2**

1. This Regulation contains the basic principles of financial management of the College of International Management (hereinafter GLOBUS College). And

1. This Regulation defines the management of GLOBUS College assets.

**Article 3**

Financial management is developed according to the budget approved by the Board of Directors of GLOBUS College, on the proposal of the Scientific Teaching Council, Vice Rector and Rector.

**Article 4**

1. The annual revenues of GLOBUS College are those defined by the Statute of the College and other acts of GLOBUS College and
2. GLOBUS College uses the financial means for the realization of its tasks and objectives defined by the Statute and normative acts.

# FINANCIAL MANAGEMENT

**Article 5**

Responsibility for financial management lies with the Vice Rector, who reports to the Rector and the Board of Directors as needed. The annual budget of GLOBUS College is proposed by the Secretary of the College and the finance manager in coordination with the Teaching Sciencetific Council and then the annual budget is approved by the Board of Directors and signed by the Chairman of the Board of Directors.

# BUDGET

# Annual budget

**Article 6**

1. In accordance with the legal requirements and recognized financial management practices, GLOBUS College issues the annual budget based on financial planning (number of students, bachelor and master level, staff and administrative staff) and creates mechanisms that ensure compliance with this budget and

2. The Rector in cooperation with the Vice Rector, the Secretary of GLOBUS College, propose to the Board of Directors the annual budget of GLOBUS College. The annual budget should contain:

a) Preliminary estimates for the volume of all expenditures for the budget year necessary for the realization of the predetermined objectives and

b) Preliminary estimates of all revenues (from grants and services) expected to be received during the fiscal year.

# Financial Supervision

**Article 7**

1. Vice Rector in cooperation with the Rector n also preparing monthly budgets, which contain the prediction of cash flow (cash-flo s );

1. Financial reports are submitted to the Board of Directors on a monthly basis for approval;

1. The Financial Manager and the Secretary of the GLOBUS College check the financial management at least twice a year and report to the Board of Directors;
2. External audit of financial management is done at least once a year. The external auditor is appointed by the Board of Directors in an open and competitive process and
3. Audit of projects (grants) if funded by donors is done at their request..

# Reporting

**Article 8**

The Vice Rector and the Rector prepare for the Steering Board reports on a monthly, quarterly, 6-monthly and annual basis.

# Bank accounts

# Transactions with bank accounts

**Article 9**

According to the statute, the Secretary of GLOBUS College is an authorized person to perform daily banking activities on his behalf, including opening and maintaining accounts, applying for credit products (including, without restrictions, loans, overdrafts, letters of guarantee, letter of credit, credit limit and direct debit system) at all commercial banks in the Republic of Kosovo **.**The secretary of the college has the right to authorize other persons for depositions.

1. GLOBUS College has a main bank account for own transactions and a special account or account for Projects;

1. Bank accounts are opened and closed by the Secretary of the College as needed;

1. The Finance Coordinator performs the following tasks around bank accounts:

a. Notifies the bank of any change of signature depositors;

b. Checks the balance sheet and ensures that sufficient funds exist at all times;

c. Collects bank receipts every month to verify the situation;

d. Preserves all transcripts which are presented by the administration and students;

e. Performs and certifies all transfers to bank accounts with written evidence and

f. Maintains contact with the bank for necessary services

# Signatories

**Article 10**

1. The signature of the Secretary of GLOBUS College must be deposited in the central bank account of GLOBUS College ;

1. All payments are signed by the Secretary of GLOBUS College;

1. For the main sub-accounts and accounts of the Projects that are given to the implementation of GLOBUS College, the signatures can also be deposited by the persons responsible for these Projects;

1. In case of payment by check, the signatories must be presented with the relevant properly filled check as well as the completed check request and accompanying receipts, before the request is authorized and the check is signed.

# Funds from Donators

**Article 11**

GLOBUS College respects the specific requirements of donors for the deposit of funds in separate bank accounts, in accordance with the relevant provisions in contracts concluded with donors.

# Keeping Financial Records

**Article 12**

The keeping of financial records within GLOBUS College should be conducted according to this chronology.

1. Cash operations;

a) A small money fund, up to the amount of € 1,000 is kept in the safe of GLOBUS College and is administered by the Secretary;

b) Advances from this fund are allowed only, with the consent of the Secretary;

c) Cash expenditures can be made up to the amount of 99 EUR over this amount is made through bank transfer and

d) Each expense from this fund must be recorded. Original invoices of all expenses are retained.

2. Deposit operations:

a) Both cash and checks must be deposited within two banking days of receipt and always before the last business day of the month;

b) It should be clearly defined to which bank account the funds will be deposited;

c) Deposits must be prepared in two copies, where the second copy must contain the bank stamp and

d) The document certifying the completion of the deposit is kept by the financial manager.

3. Transactions with books that hold cash accounts ;

a) A cash account book will be kept for each bank account on a monthly basis and

b) All bank fees, interest, withdrawal orders and any other entry made by the bank must be kept in cash books.

# Financial Management

# Payments

**Article 13**

Payments for staff salaries are authorized by the Rector in consultation with the Secretary of the College. Payments for purchases and supplies are made according to the order depending on the amount:

a. 0 - 100 EUR by order of the finance manager;

b. Over 100 - 500 EUR by order of the Vice Rector;

c. Over 500 - 2,500 EUR by order of the Rector and the Secretary and

d. Over € 2,500 by order of the Board of Directors.

# Payment of suppliers

**Article 14**

Preparation of payments to suppliers is the responsibility of the Secretary and the financial manager:

* 1. Regular suppliers paid on the basis of monthly invoices;
  2. Occasional suppliers paid upon request;
  3. Invoices for other services from regular suppliers are processed against the submission of the invoice;
  4. At the end of the month everything should be checked and the check form for issuing the check should be prepared in order to pay each supplier. All invoices (copies) are attached to the request form for issuing the check before sending to the signatory authority for signature and
  5. Invoices (original) from occasional suppliers (usually paid at the time of filing) must accompany the check issuance request form before sending to the signatory authority for signature.

# Keeping  Financial Documents

# Electronic programs

**Article 15**

The Vice Rector for Finance and the Financial Assistant hold the following documents:

a. Bank statements - saved according to the date of the order and the last statement is placed at the top of the file;

b. Paid checks - copies of checks are documented according to the order number and the most recent check is placed at the top of the file;

c. Request for issuance of a check - stored with serial number;

d. Creditors paid - invoices to be documented in alphabetical order and order date and the final invoice placed at the end of the file

e. Outstanding creditors - documented in alphabetical order

# Accountable books

**Article 16**

It is the responsibility of the financial manager to organize and maintain the following accounting books:

* 1. The big book where all kinds of competitions have to be balanced every month;

* 1. Cash book - which should include:

a) On the receipt / debit side details of the money received , ie the date of receipt, the number from which it was received, the amount, allocation and a brief description of the service related to this amount and

b) On the loan / payment side - details about the money spent, ie payment date, check number, reference number , to whom the payment was made and the allocation.

1. Diary that serves as an accounting book for possible adjustments between the various accounts of the general ledger and for the monthly finalization of the accounts.

# Annual Financial Statement

**Article 17**

It is the responsibility of the Vice-Rector, the Secretary and the Financial Manager to ensure that the procedures of GLOBUS College are reflected on an annual basis in the financial statement.

1. The financial statement contains the following documents:

a. Statement of financial position under IFRS

b. Statement of income and expenditure under IFRS

c. Cash flow statements

d. Statement of change in equity

e. Notes to the financial statements

f. Report of the Chairman of the Board of GLOBUS

g. Audit reports.

# Salaries Management

1. The Secretary and the Vice-Rector are responsible for the administration of salaries and benefits. He prepares and keeps all copies of the list of payments and other documents for the payment of taxes, pensions, health insurance, etc .;

2. Salaries are prepared by the financial manager with the authorization of the Secretary and Vice Rector of GLOBUS College. Wages are deposited in the employee's personal bank account, opened in a registered financial institution;

3. Salaries are paid once a month, not later than five days after the end of the work of the month and

4. A payroll is made available to each worker. It shows the gross salary, all deductions as well as the net salary.

# Advances – Advances

**Article 19**

1. Advance salaries, advances should not exceed the amount of a monthly salary and should be paid at the end of the month;

1. The advance will be paid by deducting it from the employee's salary at the end of that month when the advance is received;

1. The advance shall be given with the authorization of the Secretary and Vice-Rector and

1. If the employee who owes money to GLOBUS College is fired, he / she must be notified in writing of his / her responsibility. The worker must be warned that the debt will be deducted from his final salary.

# Basic Tools

# Registration of fixed assets

**Article 20**

Registration and inventory of fixed assets is done in the "Register of fixed assets", where the following information is entered:

a) Description of the device;

b) Relevant serial number of the registered equipment;

c) Production serial number, year of production, model number or type of equipment;

d) The source of the equipment, including the contract or grant number, as well as the title of the award

of the grant;

e) Date of purchase and cost;

f) Location and condition of the equipment and date of registration and

g) Purchase cost per unit

# Physical Inventory and Vehicle Control

**Article 21**

1. The physical inventory of fixed assets is done every year. For this purpose, with the decision of the vice-rector, the Commission of physical control is established, which makes the physical inventory and determines the degree of mortification of fixed assets;

1. Differences between the quantity determined by the physical inspection and what results in the register should be investigated to find out the causes of these differences and

1. The report from the inventory is presented to the Board of Directors.

# Responsibility for Logistics and Maintenance

**Article 22**

1. It is the duty and responsibility for logistics and maintenance at GLOBUS College to maintain the facility and fixed assets;

1. Also, the responsibility for logistics and maintenance should exercise control and take the necessary measures to prevent the loss, damage n or theft of these vehicles and

1. Any loss, damage or theft must be fully investigated and documented.

# Official Travel

**Article 23**

1. Within the activity and activities of GLOBUS College , its staff can travel to other countries inside or outside the country for the purpose of their advancement and

1. All international travel is approved as appropriate by the Secretary and Vice-Rector .

# Unallocated Expenses

**Article 23**

1. GLOBUS College does not automatically cover any expenses.

1. Expenditures beyond the set maximum must obtain prior authorization, or must have a compelling reason, otherwise employees will be forced to cover the amounts beyond the set limit themselves.

# 1.14.2 Allowed expenses

**Article 24**

1. The following expenses are allowable and reimbursable expenses:

a. Travel ticket costs (standard class);

b. Housing, including applicable taxes (housing and accommodation may not exceed daily per diem fees);

c. Per diem, which is a fixed quota used to cover meals, including applicable taxes and tips, as well as any food expenses and

d. Incidental costs

# Wages Payments

**Article 25**

1. Wage is a fixed daily quota given to the employee in case he / she travels not shorter than 12 hours, in case of international travel, to cover food expenses and anything else related to it (p. sh. taxes, etc.);

1. Quotes for salaries are determined depending on the country travel (material in s Administrative 2009/4 Zimin p h r guidelin s my official;

1. For every calendar day that the employee spends on the trip and no accommodation is needed, or accommodation is not provided in a hot el, motel, or similar place GLOBUS College reimburses only incidental and incidental expenses;

1. During the last day of the trip (way back) payment for per Quotes and incidental expenses will be made taking into account the return time;

1. There will be no refund for per wage when the official trip outside Kosovo lasts no more than 12 hours within a calendar day and

1. Wage covers the costs of food, accommodation and local transport in the destination country.

In case of engagements with other projects, the project rules apply. The application of the rules should be noted in the financial statements.

# Expenditure Report

**Article 2 6**

1. After each trip the expense report is compiled and submitted to the Finance Office together with a copy of the travel authorization;

1. The report is submitted within 10 days of the trip along with the original ticket and relevant invoices for expenses incurred and

1. Advances must be kept to a minimum. When an advance is required this should be specified in the travel authorization.

# Travel report

**Article 27**

1. The travel report must be completed within 15 calendar days from the date of return from the trip funded by GLOBUS College , in whole or in part. The report should include the following data:

a) Place / places visited and relevant dates ;

b) Descriptive summary of travel purposes ;

c) Activities / meetings carried out ;

d) Critical evaluation ;

e) If you are reach targets guidelin official tation;

f) Suggestions and steps to be taken further and

g) The Annex provides: advance payment form, expense report form, form for permitting the use of private vehicle and taxi.

# RISK MANAGEMENT AND AUDIT PROCEDURES

**Article 28**

Ir Management ISKU is just a s definition of the activities which could adversely affect the achievement of the objectives of the college GLOBUS . Rector of , Vice Rector and Secretary of GLOBUS College are responsible for risk management. They should pay attention to identifying, managing and monitoring risk opportunities and report this to the board.

# Internal audit

**Article 2 9**

The Internal Audit Committee operates independently of the management line and its task is to advise the board, rector and other leaders on the effectiveness and efficiency of internal control, risk management and governance.

The Internal Audit Committee has unlimited control over all documents of the institution and any information it deems necessary.

# External Audit

**Article 30**

GLOBUS College must practice external financial audit on an annual basis. For the audit of financial statements is contracted an external company certified for the audit of financial statements according to the Law on Audit Law no. 04 / L-014.

The audit report is notified to the board and shareholders.

# FINAL PROVISIONS

**Article 31**

This regulation will enter into force on the day of its approval by the Governing Council of GLOBUS College .

Chairman of the Steering Council

Name and surname Pristina

Dt: 26.10.2020

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signing

# ANNEX

# Annex 1: Request for permission to use transport services - TAXI

# 

Project

*Place, date*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR PERMITTING THE USE OF SERVICES**

**TRANSPORT BY TAXI**

**I.**

User \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request to be allowed to use the transport services by Taxi in the relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, *date*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of the trip is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Claimant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( *Signature*)

**II.**

The use of transport services by taxi is allowed to the employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, *date*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

leader

(Signature)

**PROJECTS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Place, date*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex 2: Request for permission to use a personal vehicle for official travel

**I.**

Workshop (user) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request to be allowed to use my personal car for an official trip in the relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, *date*\_\_\_\_\_\_\_\_\_\_\_\_\_.

The purpose of the trip is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Claimant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( *Signature*)

**II.**

It is allowed to use the private car for official travel to the employee of Riinvest, respectively the other person who performs services for Globus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, *date*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Leader Prishtina, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( *Signature*) Nr. and protocol\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORDER FOR OFFICIAL TRAVEL AND ADVANCE**

Ordered Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title / place of work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to travel officially to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to carry out the works defined within the project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allowed advance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ €

Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ordered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prishtina, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex 3: Report of official travel expenses

In the framework of the project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title / place of work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has officially traveled to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from dt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_until dt. \_\_\_\_\_\_\_\_\_\_\_\_

Travel expenses are as follows:

1. Transportation costs ……………………………………………………………

2. Wages …………………………………………………………………………….

3. Sleeping ……………………………………………………………………………… ..

4. Other expenses ………………………………………………………………… ..

**Total costs**…………………………………………… ...

Advance received ……………………………………………………………………… ...

Fate / return ...........................................................................................

Reported Paid Ordered

*Place, date: Prishtina*

**I. REQUEST FOR SUPPLY OF EQUIPMENT, OFFICE SUPPLY MATERIAL**

On the basis of my official position, I request to be allowed to purchase office consumables as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Description | amount | Price with VAT | Total with VAT |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| TOTAL | | | | |

**II. APPROVAL**

Based on the needs of the office according to the request submitted above, the purchase of office consumables is allowed.

Request               Approved                                                              Execute

1