

## **RULEBOOK ON BUSINESS TRIPS**

### **I GENERAL PROVISIONS**

#### **Article 1.**

These regulations shall regulate the right to reimbursement of travel costs in the country and abroad in connection with the performance of official duties for the Academy of Vocational Studies.

#### **Article 2.**

Business trip in terms of these regulations, is a journey that employees of the Academy and the elected or appointed persons are referred to upon the order of an authorized person in order to perform a particular official business outside of their place of regular employment, or outside the premises of the Academy.

#### **Article 3.**

The official trip can last no longer than 15 consecutive days.

If it is required or if the started business cannot be interrupted, a business trip, with the consent of the authorized person, may last longer than 15 days but not more than 30 consecutive days.

### **II Reimbursement for official trips**

#### **Article 4.**

Per diem for the official trip shall be 5% of the average monthly salary in Serbia, according to the latest published data by the authority in charge of statistics, on the day of departure on a business trip.

Per diem for travel on the territory of Serbia is calculated from the time of departure to the time of return from that trip, as follows:

- Half a per diem for the time period of 8 - 12 hours, a full per diem for a period of 12 - 24 hours. By the end of 24 hours, a new per diem is calculated.

#### **Article 5.**

Apart from the daily allowance, charges for the hostels or pensions are recognized in the amount of the invoice of the "B" category hotel, provided that the daily allowance is reduced by 70% when the proof is submitted and recognized for the all-inclusive service; by 50% when the proof is submitted for the half-board and 30% when the proof is submitted for the bed and breakfast service.

These rights are reserved to the employees for whom special funds were secured with the approval of the President. All other persons who have been issued an order for a business trip, and for whom there are no available funds, must sign a statement that they give up their rights to the business trip reimbursements.

#### **Article 6.**

In specific cases and with the approval of the President, a private passenger car can be used for a business trip.

The order for the use of private passenger cars for official purposes shall contain the following information: the type of vehicle, registration number, mileage at the beginning and the end of the journey, the name of the city the car was ridden to and the mileage.

Expenses are recognized for up to 10% of the price per liter of super petrol per kilometer.

#### **Article 7.**

An employee shall, within 5 days after returning from a business trip in the country regularly submit a completed travel order with all the documentation and the report on a completed business trip.

On the basis of an official trip, an advance payment can be made in the amount of the estimated cost. Upon completion of the business trip, the calculation of travel costs is done and, if the final calculation determines that the costs of a business trip exceed the payments given in advance, the reimbursement is paid at the Academy cash desk.

#### **Article 8.**

##### **Costs of per diem for official trip abroad**

Academy is required to provide compensation to the employee for the time spent on an official trip abroad, at least in the amount determined by the special regulations (Regulation on compensation of costs and the terminal wage of civil servants and employees, Official Gazette no. 98/2007). These rights are given to the employees for whom the special funds have been secured, with the approval of the President. All other persons who have been issued an order for an official trip abroad, and for whom there are no available funds, must sign a statement that they give up their rights to the reimbursement of costs for the business trip.

#### **Article 9.**

On the basis of an official trip abroad, and upon completion of the official trip, the calculation of the travel expenses is made in accordance with provisions on official per diem for the travel abroad and the payment is made to the foreign currency account of the employee who performed the aforementioned trip.

#### **Article 10.**

On the basis of an order for a business trip abroad, advance payments can be made in foreign currencies in the amount of the estimated cost. Upon completion of the official trip abroad, the calculation of travel costs is performed and if the final settlement determines that the costs of a business trip exceed the payment in advance, the reimbursement of foreign currency amount is done by payment to the foreign currency account of the person who went on a business trip. In case the advance payment was higher than the calculated cost of the final settlement, the person who went on a business trip is obliged to refund the difference by making a payment to the foreign currency account of the Academy.

#### **Article 11.**

The provision of Article 30 of the Regulation prescribes that the travel costs for the official trip abroad should be calculated in accordance with the following rules:

- business travel costs are reimbursed on the basis of the final financial settlement within 7 days after the official trip, after which a written report is made which is verified by a responsible person;
- together with the travel cost settlement, the appropriate documentation is submitted as a proof of the realization of the costs and the amount of the costs (transport tickets, accommodation cost, accounts for other expenses that are recognized);
- If the amount of the costs on a supporting document is expressed in national currency in which the amount of the per diem has not been established for this country, the calculation and the recognition of the costs can be made upon the submitted document as a written proof of the exchange rate of the national currency against the currency in which per diem is established for that country (if the written document about the exchange rate is not submitted, the cost is ineligible).

### **III COMPENSATION FOR TRANSPORTATION TO WORK AND FROM WORK**

#### **Article 12.**

The use of transport to commute to work and from work will be paid as a compensation in the amount of the price of a monthly seasonal ticket in urban, suburban or interurban traffic.

#### **IV TRANSITIONAL AND FINAL PROVISIONS**

##### **Article 13.**

This Rulebook shall enter into force on the day following its adoption.

ACAS Southern Serbia