



**REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT**  
**REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT**  
**REPUBLIKA KOSOVO - URED PREDSEDNIKA**

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**ADMINISTRATIVE INSTRUCTION (SOP) NO. 04/2017**  
**ON THE ASSIGNMENT OF THE REPRESENTATION**  
**EXPENSES OF THE PRESIDENCY**

Prishtina, 26.10.2017



REPUBLIKA E KOSOVËS – ZYRA E PRESIDENTIT  
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The Secretary of the Office of the President,  
Pursuant to Article 17 of Law No. 03/L-094 on the President of the Republic of Kosovo (Official Gazette No. 47, 25 January 2009), and Article 18 of Regulation (P) No. 02/2016, on the Organizational Structure of the Presidency (08.09.2016), issues the following:

**ADMINISTRATIVE INSTRUCTION (SOP) NO. 04/2017  
ON THE ASSIGNMENT OF THE REPRESENTATION EXPENSES OF  
THE PRESIDENCY**

**CHAPTER I – GENERAL PROVISIONS**

**Article 1  
Aim**

By this Administrative Instruction the representation expenses for the Presidency officials are defined.

**Article 2  
Scope**

This Administrative Instruction is implemented by the officials and respective units of the Presidency.

**Article 3  
Definitions**

1. The expression used in this Administrative Instruction have the following meaning:
  - 1.1. **The President** – means the President of the Republic of Kosovo;
  - 1.2. **The President whose mandate has passed** - means the President whose mandate has passed, who enjoys privileges under Law No. 03/L-094, on the President of the Republic of Kosovo;
  - 1.3. **Secretary** – means the Secretary of the Office of the President;

- 1.4. **Presidency** - includes the Cabinet of the President, the Office of the President and other related institutions;
- 1.5. **Employees in the Cabinet** - means the Chief of Staff, Deputy Chief of Staff, the Advisors of the President, the supporting staff, security officers and technical clerks;
- 1.6. **Director** - means the Directors of Professional and Supporting Departments, the Secretary of the Consultative Council for Communities and the Director of the Audit Unit;
- 1.7. **Representation Expenses** - means all the expenses incurred in the performance of official duties for the Presidency's interests such as lunches, dinners and drinks during work meetings with various delegations;
- 1.8. **The Law on the President** - means the Law no. 03 / L-094, on the President of the Republic of Kosovo (Official Gazette, No. 47, January 25, 2009).

## **CHAPTER II – THE RIGHT ON REPRESENTATION EXPENDITURE**

### **Article 4**

#### **The right on representation**

1. Right to representation expenses, within the Presidency, have:
  - 1.1. The President;
  - 1.2. The President whose mandate has passed;
  - 1.3. The Advisors of the President;
  - 1.4. The Secretary;
  - 1.5. The Directors.
2. Depending on the reasons and the needs of the work, the maximum amount of monthly representation expenses is set out in Annex 1 of this Administrative Instruction.

### **Article 5**

#### **The usage of representation expenses**

1. The representation expenses can not be used for other purposes than those set out in this Instruction.
2. All the representation expenses must be justified with the relevant invoices signed by the authorized spender according to this Instruction.
3. The relevant invoices that are not signed by the authorized spender according to this Instruction will not be accepted and covered by the official (user) individually.

### **Article 6**

#### **Representation expenses and their exceedance**

1. The representation expenses can not be accumulated and the value of the expenses is closed on the last day of the calendar month.
2. The representation expenses that exceed the amount determined according to this

Instruction, are covered by the official (the user) individually.

#### **Article 7**

#### **Representation expenses for commissions, working groups, special meetings and other categories**

1. The Heads of Commissions and Working Groups established by a Decision of the President or Secretary are allowed representation expenses after approval by the Secretary.
2. The separate meetings of the various groups not established by the respective decisions of the President or the Secretary, shall on forehand take the approval of the Secretary for any eventual expenses incurred.
3. The requests for expenditures of special categories by the President's Cabinet are allowed by the Deputy Chief of Staff and then submitted for approval by the Secretary.
4. The responsible official for the preparation of the original version of the draft normative act, determined in accordance with Article 6 of the Administrative Instruction (SOP) No. 03/2017 on legal services in the Presidency, has the right to representation expenses in an equivalent amount to the Director for the respective act. If the expenses exceed the amount determined then there shall be acted in accordance with paragraph one (1) of this Article.
5. The requests for the approval of the representation expenses, according to paragraph one (1) of this article, shall be made in accordance with Annex two (2) of this Administrative Instruction.

#### **Article 8**

#### **Execution of payment**

The execution of the payment, for the representation expenses set out in Annex one (1) of this Instruction is carried out by the Department of Administration and Budget within the Office of the President, on a monthly basis, upon receipt of the invoice for the performed service

### **CHAPTER III – FINAL PROVISIONS**

#### **Article 9**

#### **Planning of Representation Expenses**

The Budget and Finance Division must plan the representation expenses according to this Administrative Instruction.

#### **Article 10**

#### **Abrogation Provisions**

Upon the entry into force of this Administrative Instruction, Administrative Instruction No. 02/2015 on the Assignment of the Representation Expenses of the Office of the President of Republic of Kosovo with Prot. No. 1314, dated 31.12.2015, is abrogated.

**Article 11**  
**Entry into force**

This Administrative Instruction enters into force on the date of signing by the Secretary.

Fehmi Mehmeti,

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Acting Secretary of the Office of the President

Prishtina, 26.10.2017

**Annex 1: Amount of representation expenses**



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**Amount of representation expenses**

| <b>Post</b>   | <b>Monthly limit</b> |
|---|----------------------|
| Senior Executive Officer on behalf of the President | Undefined            |
| The President whose mandate has passed              | Up to 100 €          |
| The Chief of Staff and Deputy Chief of Staff        | Up to 100 €          |
| Advisor of the President                            | Up to 60 €           |
| The Secretary                                       | Up to 80 €           |
| The Director  | Up to 60 €           |

**Annex 2: Request for approval of representation expenses**



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**NOMINATION OF THE RELEVANT DEPARTMENT**

|                               |  |
|-------------------------------|--|
| <b>DATE:</b>                  | day.month.year   |
| <b>REFERENCE:</b>             |  |
| <b>PËR/ZA/TO:</b>             | Mr./Mrs. Name SURNAME – Secretary of the Office of the President |
| <b>CC:</b>                    |  |
| <b>PËRMES/PREKO/THROUGH:</b>  | Mr./Mrs. Name SURNAME – Director of the relevant Department      |
| <b>NGA/OD/FROM:</b>           | Name and SURNAME – Head of the Commission.../Working Group...    |
| <b>TEMA/SUBJEKAT/SUBJECT:</b> | Request for approval of representation expenses                  |

Honoured Mr./Mrs. *Secretary*

Pursuant to Article 7 of the Administrative Instruction (SOP) No. 04/2017 on the assignment of the representation expenses for Presidency officials (26.10.2017), I request Your approval for the representation expenses for the meetings of the Commission.../Working Group... established by the Decision of the President/Secretary (No. Date).

Option 1: The expenses are needed to cover beverages for meetings expected to be held during the month/s and will not exceed the amount of 60 euros

Option 2: The expenses are needed to cover the workshop where lunch and drinks will be included for the meeting to be held DD/MM/YY.

With respect!

Approved:

Not approved:

\_\_\_\_\_  
Signature of the Secretary:

\_\_\_\_\_  
Signature of the Secretary: