



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

**ADMINISTRATIVE INSTRUCTION (SOP) NO. 02/2019 ON
PRESIDENT'S TRAVEL ABROAD**

Prishtina, 14.08.2019



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Secretary of the office of the President

Pursuant to Article 17 of the Law No. 03/L-094 on the President of the Republic of Kosovo (OG No. 47, January 25th 2009) and Article 18 of the Regulation (P) No. 02/2016 on the Organisational Structure of the Presidency (08.09.2016), issues the following:

**ADMINISTRATIVE INSTRUCTION (SOP) NO. 02/2019 ON
PRESIDENT’S TRAVEL ABROAD**

CHAPTER I – GENERAL PROVISIONS

Article 1

Aim

This Administrative Instruction prescribes the procedures for official travelling of the President of the Republic of Kosovo and of the members of the delegation accompanying the President during the official travel.

Article 2

Scope

This Administrative Instruction is implemented by the relevant officials and units within the Presidency.

Article 3

Definitions

1. Expressions used in this Administrative Order have the following meaning:
 - 1.1. **The President** – The President of the Republic of Kosovo;
 - 1.2. **First Lady** - The spouse of the President of the Republic of Kosovo;
 - 1.3. **Presidency** – The seat of the official activity of the President, the office of the President and other related institutions/ units;
 - 1.4. **The Cabinet** – A unit of the Presidency consisting of the President’s advisors and support staff;
 - 1.5. **Office** – Office of the President of the republic of Kosovo;

- 1.6. **Secretary** – The Secretary of the Office of the President of the Republic of Kosovo;
- 1.7. **Member of the Delegation**– all persons accompanying the President during official travel.

CHAPTER II – OFFICIAL TRAVEL

Article 4

Request for official travel

1. On the occasion of President's official travel, the Cabinet prepares the request as per Annex No.1- Official Travel Request Form, which contains:
 - 1.1. Travel description;
 - 1.2. The list of the members of the delegation;
 - 1.3. The mode of travel;
 - 1.4. Travelling Class (if travelling by Airplane, Boat or Train);;
 - 1.5. Compensation of travel expenses;
 - 1.6. Signature of responsible individuals at the Presidency.
2. In cases when it is possible, invitation or agenda should be attached to the travel request form.
3. In cases when the delegation consists of members outside of the Presidency, the Cabinet informs the members of the delegation with which expenses are covered by the office of the President and a copy of this notification is attached to the official travel request form,
4. The official request form, after the signature by the Chief of Staff or Deputy Chief of Staff and the Secretary, is submitted to the Budget and Finance department for further proceeding in compliance with the legislation in force.

Article 5

The class of the official travel

1. The President during the official travel with commercial modes of transport (air, land or sea) travels in business class.
2. Members of the delegation at an official travel with commercial mode of transport travel in economy class.
3. Excluded from paragraph two (2) of this Article, in cases when it is deemed necessary for security reasons, or any other evaluated reasons, members of the delegation may accompany the president in business class, after the approval of the travel request form.
4. The Cabinet ensures securing of the commercial transport tickets in compliance with the request signed by the Chief / Deputy Chief of Staff and the Secretary.

Article 6
Caretaking of the official travel expenses

1. On an occasion of an official travel of the President, the Cabinet appoints one of the members of the delegation, to look after the following:
 - 1.1. That financial funds (cash or credit card) for the necessary expenses, which may arise for and in relation to the official travel are secured;
 - 1.2. That invoices, in hard copy or in electronic format are obtained for every single expense incurred during the travel; and
 - 1.3. Reporting of the expenses with relevant invoices to be submitted to, not later than ten (10) working days, after the end of the official travel, to the Budget and Finance Division.
2. Budget and Finance Division ensures that:
 - 2.1. The credit card has sufficient financial funds and is functional during the President's travel periods;
 - 2.2. To have a separate advance (fund) for unforeseen President's travel needs, in order for funds for such travel to be available at all times.

Article 7
Official travel expenses

1. Expenses for official travel of the President and members of the delegation accompanying the President, are covered by the Presidency when such a thing is required.
2. Official travel of the President and of the members of the delegation accompanying the President, is considered President's protocol activity of the President.
3. Accommodation and other related expenses during President's official travel are considered protocol expenses and as such, relevant provisions specifying tariffs determined by respective legislation in force on official travel may be exceeded.

Article 8
Ending of the President's official travel

After the President's official travel has ended, member of the delegation appointed as responsible by the Cabinet, not later than ten (10) working days notifies the Budget and Finance Division with president's expenses and presents the expense invoices.

CHAPTER III – CONCLUDING PROVISIONS

Article 9
Official travel of the First Lady

1. On the occasions of the official travels of the First Lady, the provisions of this Administrative Instruction is adjustably implemented, just as for the President.

2. The First Lady, when is accompanying the President in his official travels, or when traveling abroad in the capacity of the First Lady travels in business class.

Article 10
Travels of the members of the President's family

Members of the President's family, in conformity with the law on State Protocol of the Republic of Kosovo, when accompanying the President and / or the First Lady, during official travel, adjustably the provisions of this Administrative Instruction are applied, as per members of the delegation.

Article 11
Official travels of the Presidential staff

During official travel of the Presidential staff, without the attendance of the President, provisions prescribed by the legislation in force and Administrative Instruction Nr. MSHP 2004/07 for official travel and the decision of the Ministry of Finance No. 30/2018, dated 19.06.2018, on tariffs of official travel expenses abroad are applicable.

Article 12
Entry into force

This Administrative Instruction enters into force on the date of signature.

Driton GASHI

Secretary of the Office of the President

Prishtina, 14.08.2019

Annex Nr. 1- Official travel request form



REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT
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Members of the delegation traveling with the President of the Republic of Kosovo, H E Mr /Ms. <i>Name and Surname</i>		
Travel description: ¹		
Date: (from / to)		
Name and Surname	Traveling Class	Compensation of travel expenses²
<i>Name and Surname</i>	Business Class <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date: (From / To) ____/____/____	Economy Class <input type="checkbox"/>	Partial <input type="checkbox"/>
<i>Name and Surname</i>	Business Class <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date: (From / To)	Economy Class <input type="checkbox"/>	Partial <input type="checkbox"/>
<i>Name and Surname</i>	Business Class <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date: (From / To) ____/____/____	Economy Class <input type="checkbox"/>	Partial <input type="checkbox"/>
<i>Name and Surname</i>	Business Class <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date: (From / To) ____/____/____	Economy Class <input type="checkbox"/>	Partial <input type="checkbox"/>
<i>Name and Surname</i>	Business Class <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date: (From / To) ____/____/____	Economy Class <input type="checkbox"/>	Partial <input type="checkbox"/>
AUTHORISED BY CHIEF OF STAFF OR DEPUTY CHIEF OF STAFF		
Name and Surname:		
Signature: _____		
ADDITIONAL COMMENTS / IF ANY		

1 In cases when possible, invitation or the agenda should be attached to the official travel request form.

2 In cases when the delegation consists of members outside of the Presidency, the Cabinet informs the members of the delegation with which expenses are covered by the office of the President and a copy of this notification is attached to the official travel request form.

TRAVEL MODE:

Bus Car Train Commercial Airplane Private Vehicle Other _____

SIGNED BY THE CHIEF FINANCIAL OFFICER

Name and Surname:

Signature: _____

ADDITIONAL COMMENTS / IF ANY

APPROVED BY THE SECRETARY OF THE OFFICE OF THE PRESIDENT

Name and Surname:

Signature: _____

ADDITIONAL COMMENTS / IF ANY

SIGNED BY THE PERSONNEL SERVICE

Name and Surname:

Signature: _____

ADDITIONAL COMMENTS / IF ANY

Member of the delegation responsible for expenses, invoices and final reporting after the end of the official travel:

NAME AND SURNAME: _____

SIGNATURE: _____