



Republika e Kosovës
Republika Kosova/Republic of Kosovo
Akademia e Drejtësisë/Akademija Pravde/Academy of Justice

The Steering Council of the Academy of Justice,

Pursuant to Article 10, paragraph 1, subparagraph 1.1 of Law No. 05/L-095 on Academy of Justice, as well as Article 6, paragraph 3 of Law No. 08/L-294 on amending and supplementing the Law No. 08/L-197 on Public Officials, at the meeting held on July 30 2026, hereby approves:

REGULATION No. 14/2026

**ON COMPENSATION FOR OFFICIAL TRAVEL AND REPRESENTATION
EXPENSES**

CHAPTER I

GENERAL PROVISIONS

Article 1

Purpose

This regulation defines the criteria, conditions and procedures for benefiting from compensation for official travel and representation expenses.

Article 2

Scope

This regulation applies to members of the Steering Council, the Program Council and all officials, as well as those engaged in the Academy of Justice.

Article 3

Definitions

1. The expressions, terms and abbreviations used in this Regulation have the following meanings:

- 1.1. **Academy Official** – means members of the Steering Council, members of the Program Council and civil servants with special status of the Academy of Justice;
- 1.2. **Official travel** – means travel that has a destination or purpose that serves to perform official duties in the interest of the institution;
- 1.3. **Representation expenses** – means expenses incurred while exercising the representative functions of the institution, such as beverages, official lunches or dinners and occasional gifts, in accordance with applicable legislation;
- 1.4. **Compensation** – means payment in the form of covering expenses incurred or to be incurred by an official of the Academy during travel, stay or representation in the exercise of official duty.

2. Other expressions, terms and abbreviations used in this Regulation shall have the same meaning as used in the relevant Law on Salaries in the Public Sector, the relevant Law on Public Officials, and other applicable legislation in force (such as the KPC).

CHAPTER II

OFFICIAL TRAVEL ABROAD

Article 4

Official Travel

1. The Academy Official shall be entitled to be compensated for expenses incurred for travel and official stay abroad.

2. Official travel may take place by participating as/in:

- 2.1. members of delegations;
- 2.2. official representation activities (such as study visits, conferences, fairs, seminars and similar activities);
- 2.3. various international activities;
- 2.4. negotiations for agreements;
- 2.5. acquiring and developing knowledge from international partners;
- 2.6. capacity building of the Academy of Justice.

Article 5

Procedure for carrying out official travel

1. A request for official travel shall be submitted at least five (5) days prior to the date of travel.
2. By way of exception to the deadline set out in paragraph 1 of this Article, the request may be submitted within a period shorter than five (5) days, in special and exceptional circumstances.
3. The employee who will travel shall submit the request by in accordance with the following procedure:
 - 3.1. completes the official travel request form;
 - 3.2. the request form must be approved by the direct supervisor and, following such approval, forwarded to the Human Resources Management Unit;
 - 3.3. after verifying the data, the Human Resources Management Unit shall submit the request to the highest administrative leader of the institution for approval;
 - 3.4. the Executive Director of the Academy shall approve the request and forward it to the Budget and Finance Unit for execution;
 - 3.5. if the Executive Director of the Academy determines that the request for official travel is not justified or that the most rational expenditure has not been taken into account, he can return the request for completion or reject it with a justification.
4. No official travel shall be made without the prior approval of the Executive Director of the Academy.
5. In cases where the Academy of Justice has contractors for services such as hotels, restaurants, agencies and the like, the official shall be obliged to use them, in order to rationally spend public money during the official travel.

Article 6

Calculation of expenses

1. Payment of official travel expenses shall be calculated from the day of departure and shall end on the day of return. The day of departure and the day of return, regardless of the time of departure or return, shall be counted as days of official travel.
2. When the expenses are entirely borne by the host party, which provides the officials with food and accommodation expenses, without paying anything in cash, then the official shall benefit from the budget of his budget organization, incidental expenses defined in the amount of 20% of daily expenses.

3. When the expenses are entirely borne by the host party, which provides the officials with food and accommodation expenses, while also providing for incidental expenses, then the official shall not benefit cash from the budget of the Academy.
4. When the expenses are partly borne by the host party, which provides the officials only with food expenses or only accommodation expenses, and without paying anything in cash, then the official shall benefit from the budget of the Academy for small expenses in the amount of 20% of daily expenses, as well as other accommodation or food expenses that are not paid by the host party.
5. The amount equal to 20% of incidental expenses shall be part of the food and incidental expenses and shall apply only when the official travel expenses are covered by the host/donor.
6. Notwithstanding the provisions of this Regulation, official travel expenses shall not be covered for a period exceeding one (1) month.
7. For official travel, the rates established by the Ministry responsible for Finance shall apply.

Article 7

Transportation expenses

1. The class allowed for official travel undertaken by plane shall be economy class.
2. When the dates of the official travel change after the travel ticket has been booked, then the Academy shall bear responsibility for any additional expenses.
3. If the travel is more economical than the approved one, the amount to be paid shall be limited to the lower amount.
4. When an official travels by an alternative route or uses a different mode of transportation, the maximum allowed travel expenses shall be calculated based on the most economical fee of a direct route.
5. The limit of expenses shall be authorized for every travel relying on public transportation, and shall be considered that it will cover all the expenses for the transport, including the baggage and other incidental payments during the travel, between departure and arrival, hotel or other accommodations.

Article 8

Other expenses

1. The funds planned for the Academy, in addition to round-trip transportation expenses from/to Kosovo, shall also cover transportation expenses within the country where the service is performed, such as expenses from the airport to the destination and vice versa, expenses for moving around the city for work purposes within the respective country, as well as expenses

within the city where the service is performed, for long distances, when these are not considered urban transport.

2. Urban transportation expenses shall be covered by the official himself.

Article 9

Justifying documents

1. The request for compensation and incidental expenses, together with all the evidence for financial expenses, shall be submitted to the relevant Budget and Finance Unit within fifteen (15) working days from the day when the official travel ends.

2. The justification of financial means, namely all expenses incurred during the official travel, shall in all cases be done according to the relevant invoices.

Article 10

Advance payment

1. Prior to undertaking official travel, the official shall have the right to request an advance payment for the official travel.

2. If the advance payment for official travel exceeds the amount of expenses, the difference shall be returned.

3. When the payment advance for official travel does not exceed the amount of expenses to be compensated, the official shall be compensated for the uncovered and justified expenses.

4. If the official does not return the amount, it shall be withheld according to the salary system.

CHAPTER III

OFFICIAL TRAVEL WITHIN THE COUNTRY

Article 11

Official travel within the country

1. Employees and appointed officials of the Academy of Justice shall have the right to be compensated for expenses incurred during official travel within the territory of the Republic of Kosovo.

2. The request for official travel within the country shall be made according to the procedure defined in Article 5 of this Regulation, only when the official visit will last at least twenty-four (24) hours and takes place outside the place of work.

3. For official trips within the country, for all activities related to the work of public institutions, the expenses of transportation, accommodation and food of the participating officials shall be covered.
4. The maximum number of days for which expenses are covered within one (1) month, for an official, shall not exceed seven (7) days, regardless of the duration of the travel within the country. *(for discussion)*
5. In case the official travel within the country is organized during weekends or official holidays, the official shall also be entitled to compensation for overtime work, by making the request according to legislation in force.
6. For official travel within the country, the rates established by the Ministry of Finance shall apply.

CHAPTER IV COMPENSATION FOR REPRESENTATION

Article 12 Amount of representation expenses

1. Depending on the reasons and requirements of the duties and responsibilities performed, the maximum amount of representation expenses for one (1) month shall be as follows:
 - 1.1 Chairperson of the Steering Council – according to official needs;
 - 1.2. Chairperson of the Program Council – according to official needs;
 - 1.3. Executive Director – according to official needs;
 - 1.4. Directors of Department – up to €70.00;
 - 1.5. Heads of Divisions – up to €50.00.
2. Representation expenses shall compensate only the expenses of official meetings and cannot be used for other purposes.
3. All representation expenses shall be justified with the corresponding invoice signed by the person incurring the expense.

Article 13

Compensation for representation on commissions and working groups

1. Commissions and working groups of the Academy shall be allowed representation expenses.
2. Compensation for representation, according to this Article, shall mean the expenses incurred by the head of the working group, respectively the chairperson of the commission for work purposes of such groups.
3. Representation expenses shall be covered based on the request of the chairperson of the working group or commission, which is approved by the Executive Director of the Academy of Justice.
4. Representation expenses, according to this Article, shall be planned in the budget of the Academy.

Article 14

Amount of representation compensation for commissions and working groups

1. Commissions and working groups of the Academy shall be allowed to representation expenses in the maximum amount of one hundred (100) euros per month, for each sub-legal act or for the work of the respective commission.
2. Representation expenses shall be justified with the lists of participants.
3. Representation expenses shall be covered from the budget of the Academy.

Article 15

Exceeding representation expenses

1. Representation expenses defined by this Regulation shall not be exceeded.
2. Any amount that exceeds the allowed amount shall be covered by the relevant official who exceeded the amount.
3. Representation expenses cannot be accumulated and carried over to the following month. The amount of expenses shall be closed on the last day of the month.
4. Exceptionally, in extraordinary circumstances and with the prior approval of the Executive Director, the expenses amounts established under Article 12 of this Regulation may be exceeded.

Article 16

Payment of representation expenses

All payments related to representation expenses, as defined in this Regulation, shall be made through bank transfer and shall in no circumstances be paid from petty cash.

Article 17

Expense planning

Expenses for compensation for travel abroad and representation expenses shall be planned by the Academy of Justice and approved within its fiscal budget.

Article 18

Forms

For the implementation of this Regulation, Form No. 1 for travel abroad and within the country shall be used, which is attached to this Regulation and is an integral part thereof.

CHAPTER V FINAL PROVISIONS

Article 19

Entry into force

This Regulation shall enter into force on the day of its approval.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice



Republic of Kosovo
Republic of Kosovo/Republic of Kosovo
Academy of Justice/Akademija Pravde/Academy of Justice

Budget Organization		
First Name	Last Name	ID No.
Passport No.	Phone number	Contact Address
By signing this request, I have accepted the conditions as provided under the legislation in force for official travel. Signature Date		
Type of travel: Official travel abroad ☐ Official travel within the country ☐		
Method of travel: Government bus ☐ Government vehicle ☐ Train ☐ Airplane ☐ Private car ☐ Other ☐ _____ Will reimbursement of expenses be requested for this type of travel: YES ☐ NO ☐ If yes, please provide the relevant evidence and submit the completed request, together with all supporting documentation, to the Budget and Finance Unit.		
Travel destination: _____ Date: _____ From: _____ To: _____ From: _____ To: _____		
Reason for travel: <i>(use additional pages as needed)</i>		
Approved by the employee's supervisor	First and last name _____ Signature _____ Date: _____	
Verified by personnel manager	First and last name _____ Signature _____ Date: _____	
Chief Financial Officer	First and last name _____ Signature _____ Date: _____	
Approved by the CAO	First and last name _____ Signature _____ Date: _____	
Additional comments, if any:		