

Pursuant the Statute of the Association “МЕЂУНАРОДНА БЕЗБЕДНОСНА АСОЦИЈАЦИЈА” – “INTERNATIONAL SECURITY ASSOCIATION”, abbreviated name “ISA”, at the Managing Board meeting held on 1st August 2016 hereby passed the following

RULES

on the bases and criteria for regulation of expenses and per diem for travel in the Republic of Serbia and abroad

Article 1

These Rules shall regulate the bases and criteria for regulation of expenses and per diem for travel in the Republic of Serbia and abroad of the members of the Association „МЕЂУНАРОДНА БЕЗБЕДНОСНА АСОЦИЈАЦИЈА“ - „INTERNATIONAL SECURITY ASSOCIATION“ - „ISA“ (hereinafter referred to as members of the Association) who perform their activities through the bodies of the Association or organization founded by the Association.

Spent resources are reimbursed from the revenues of the Association (regular and extraordinary) in accordance with the adopted program and with the decisions of the Managing Board of the Association.

All expenses are reimbursed in accordance with these Rules and within the framework of the Regulation on the amount of per diem of the Government of the Republic of Serbia.

Article 2

Member of the Association must have travel order for the travel in the Republic of Serbia and abroad. Travel order must contain the following data: exact time and duration of the travel, means of transportation, etc. Advance payment at the amount of estimated costs can be made for the travel. In this case, specification of the estimated costs for advance payment (per diem, accommodation costs, mileage, etc.) is made at the travel order.

Travel order is signed by the President of the Association „МЕЂУНАРОДНА БЕЗБЕДНОСНА АСОЦИЈАЦИЈА“. In his/her absence, the order is signed by the person with written authorization. .

Travel order is an Annex to these Rules.

Article 3

The accepted travel costs made by the members of the Association are the following ones:

- Per diems – food costs;
- Accommodation costs;
- Individual transportation costs;
- Other incurred material costs.

Article 4

(Per diems – food costs)

Member of the Association is reimbursed:

- Entire Per diem is calculated for every 24 hours of travel, or, in case when the travel lasted for less than 24 hours but longer than 12 hours;
- Half Per diem is calculated in case when the travel lasted longer than 8 hours but no longer than 12 hours per day;
- Quarter Per diem is calculated in case when the travel lasted longer than 6 hours but no longer than 8 hours per day;
- Entire foreign Per diem is calculated for every 24 hours of travel, or, in case when the travel lasted for less than 24 hours but longer than 14 hours;
- Half foreign Per diem is calculated in case when the travel lasted longer than 8 hours but no longer than 14 hours per day;
- Quarter foreign Per diem is calculated in case when the travel lasted longer than 6 hours but no longer than 8 hours per day.

Article 5

Per diem for travel abroad is calculated and reimbursed from the moment of departure from the place of residence to the moment of return to the place of residence.

When flying by plane, Per diem is calculated and reimbursed from the moment of taking off to the moment of landing at the first domestic airport (on completion of the customs and police control).

Article 6

(Accommodation costs)

Accommodation costs are reimbursed on return from the travel and submission of the invoice for the accommodation up to the amount of the real costs. If the accommodation costs for the travel in the Republic of Serbia lasting from 8 to 12 hours include costs of breakfast then Per diem referred to in Article 4 is reduced for 15%; If the accommodation costs for the travel in the Republic of Serbia lasting from 12 to 24 hours include costs of breakfast then Per diem referred to in Article 4 is reduced for 10%

If the accommodation costs for the travel abroad lasting from 8 to 14 hours include costs of breakfast then Per diem referred to in Article 4 is reduced for 15%; If the accommodation costs for the travel abroad lasting from 14 to 24 hours include costs of breakfast then Per diem referred to in Article 4 is reduced for 10%

Article 7

(Individual transportation costs)

By rule, means of transportation for a travel usually are: public transportation, individual transportation, and, upon approval, official vehicle of the Association (if the Association owns one), of the Ministry of Defense, state or local government, of other public and private organizations or a personal vehicle if the Association owns it.

Transportation costs reimbursed to the member of the Association (guest from the foreign Association – associate) are at the amount of the costs of public means of transportation or the costs of individual transportation if the costs refer to the travel (road tolls).

Means of transportation is stated in the Travel order; member of the Association is reimbursed according to the submitted tickets or invoices.

When member of the Association travels by individual means of transportation, he/she is reimbursed travel costs referring to the travel according to the nearest destination at the amount defined by the Managing Board of the Association.

When member of the Association travels by official vehicle, fuel consumption is calculated according to the average fuel consumption of the vehicles used.

Article 8
(Other incurred material costs)

Upon submission of the official invoice the following travel costs may be reimbursed:

- Costs referring to transportation or transfer of mail of „INTERNATIONAL SECURITY ASSOCIATION“;
- Paid fees;
- Costs of telephone or other means of telecommunication;;
- Costs of transporting luggage upon prior approval;
- Other needed and reasonable costs.

Article 9

If certain costs and expenditures are not defined by the Rules, the Managing Board shall make a special Decision.

Article 10

These Rules shall enter into force on the day of their adoption at the meeting of the Managing Board.

In Belgrade, on 1st August 2016

President of the Managing Board

Seal

Aleksandar Manic