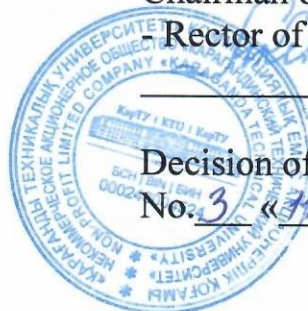


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Approved by
Chairman of the Management Board
Rector of NLC KTU
_____ M.K. Ibatov



Decision of the Academic Council
No. 3 «11» 10 2022

REGULATION

OF THE EMPLOYEES' BUSINESS TRIPS

KTU IDR II- 04-2021

Developed by: Dryn V

Guey

Karaganda

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Effective date 2021 10 11
(year, month, day)

1 Field of application

This Regulation of the business trips (hereinafter referred to as "Regulation") defines an internal procedure of sending, drawing up and organization of the business trips, the procedure of reimbursing employees' expenses for the business trips within and beyond the bounds of the Republic of Kazakhstan, applied in NLC "Karaganda Technical University" (hereinafter referred to as University).

Requirements of this Regulation are applied to employees of the university. This Regulation is intended for internal use.

2 Terms, definitions and abbreviations

Business trip is a business travel, sending an employee to perform work duties for a specified period outside the place of permanent work to another locality as per an order of the employer, as well as sending the employee to another locality for training, advanced training or retraining.

Business travels of the employees whose permanent work is carried out during travel or has an itinerant nature, or is associated with the business travels within the serviced areas, are not considered as the business trips. The business trip should be initiated and drawn up only in cases when other ways of solving an issue, including conference calls, video calls, are not possible or not effective in solving problems of the university.

Daily expenses are a certain amount of money paid by the university to the employee as reimbursement of expenses related to employee's being on the business trip. The daily expenses are not paid for a one-day business trip, because duration of the business trip is less than 24 hours.

Employee is an individual who is in employment relations with the employer and directly performs a work, according to an employment contract.

Office memo of the business trip is an application for the business trip, drawn up by the employee or an employee's leader in the document flow as soon as an appropriate business trip order has been received.

RK – the Republic of Kazakhstan.

3 General provisions

3.1 The order of the leader on sending the employee on the business trip is mandatory for the employee. If there are factors that hinder the employee from going on the business trip, due to labor legislation, the employee must immediately inform his direct leader or the employee, who takes his duties about it.

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3.2 Timeframe of the employee’s business trip is determined by the head of the university, and cannot exceed 40 days, besides the journey time (except for sending to improve and retrain the professional level of qualification). If there is business necessity, the timeframe of the business trip can be extended by a corresponding order of the head of the university.

The timeframe of the employees’ business trip to higher organizations in order of subordination should not exceed 5 days, besides the journey time. Prolongation of the business trip’s timeframe is allowed in exceptional cases (absence of vehicles or urgency of the business trip), but not more than 5 days by issuing an appropriate order.

3.3 The day of going on the business trip is the day of departure of the train, bus or other vehicle from the place of permanent work, and the day of arrival is the day of arrival of the specified transport to the place of permanent work. When the transport departs up to 24 hours inclusive, a current day is considered as the day of departure, and from 0 hours and later - the last days.

If there is a late arrival or departure of the train, bus or other vehicle, a carrier gives a document to a passenger, confirming a delay of the train, bus or other vehicle, at his request.

3.4 Workers, being on business trip are subordinated to working time and rest time of those state institutions which they are sent to.

If activities, where the employee was sent on the business trip, took place on weekends or other days of rest established in accordance with the legislation of the Republic of Kazakhstan and the employer's Labor Regulations, the employee is provided with other days of rest after returning from the business trip.

If the employee goes on the business trip or return from the business trip on the day off, he is given another day of rest.

The employee’s possibility of going to work on the day of arrival from the business trip is decided by agreement with a leader of the organization.

If the employee delays on the business trip without good reason, he is not paid wages, daily expenses, rental costs and other expenses are not reimbursed.

3.5 The employee's refusal of going on the business trip without good reason is violation of labor discipline, except for such cases, when the refusal is justified by the employee's right prescribed by the labor legislation of the Republic of Kazakhstan.

3.6 Sending on the business trip of workers, who are under the age of eighteen, pregnant women, as well as disabled workers is allowed, if such work is not prohibited for them for medical reasons. In this case, these employees have a right to refuse to be sent on the business trip.

3.7 The employees, who have children under the age of three years, the employees, who care for sick family members or bring up disabled children have the right to refuse to be sent on the business trip, if the disabled children or sick family members need to be constantly cared, as per a medical assessment.

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3.8 During the business trip, the employee retains a place of work (position) and wages for working days, falling on the days of the business trip.

3.9 The employees, sent on the business trips are paid:

- 1) daily allowance for calendar days of being on the business trip, including the journey time;
- 2) travel expenses to and from destination;
- 3) accommodation expenses;
- 4) expenses associated with obtaining a visa to the country of business trip.

3.10 Conditions and the timeframes of sending the employees on the business trips are determined by the order of the employer.

3.11 The procedure of reimbursing expenses for the business trips using the funds of the university, including foreign countries, is carried out in the manner determined by this Provision.

4 Procedure of drawing up business trips

4.1 The office memo or internal memo is submitted by the employee or his leader in the document flow as soon as the order of sending on the business trip has been received from his direct leader or a person replacing him in order to efficiently and timely fulfill the processes related to the business trip by the university.

4.2 The employee and his direct leader are responsible for timely putting the office memo or internal memo into the document flow.

4.3 The office memo or internal memo of the business trip is entered into the document flow in advance, before the beginning of the business trip.

4.4 To send through the document flow, the office memo or internal memo of sending the employee on the business trip must have the following information:

- 1) purpose and date of the business trip;
- 2) full name and position of the employee;
- 3) place of departure and destination;
- 4) scanned copy of the document (invitation, letter) for domestic and foreign business trips;
- 5) other detailed information, if necessary;
- 6) original of the cost calculation.

4.5 The office memo or internal memo of sending the employee on the business trip must be agreed by the following employees of the university:

4.5.1 For the employee (s), participating in the educational process:

- 1) for academic teaching staff - the head of the department, a dean of the faculty; other employees – a leader of the structural division;
- 2) director of the Department of Academic Affairs (DAA);
- 3) director of the Finance and Accounting Department – chief accountant (FAD);
- 4) leader of the Planning and Economic Department;
- 5) executive director.

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4.5.2 For the employee (s), administrative staff:

- 1) leader of the structural division;
- 2) director of the Finance and Accounting Department – chief accountant (FAD);
- 4) leader of the Planning and Economic Department;
- 5) executive director.

4.5.3 For the employee (s) involved in the execution of scientific work and / or international projects:

- 1) research advisor of the scientific work;
- 2) director of the Department of Science and Innovation;
- 2) director of the Finance and Accounting Department – chief accountant (FAD);
- 4) leader of the Planning and Economic Department;
- 5 executive director.

4.6 After having approved the office memo or internal memo in the document flow, a chief inspector of the HR Department, who is responsible for the business trips, prepares an appropriate order of the business trip.

4.7 The timeframe of issuing the order of the business trips is 2 (two) working days, (one day for approval by relevant employees and the second day for signing the order by the authorized vice-rector or the first head of the university).

4.8 An approval of the business trip is carried out as follows: for leading employees (vice-rector, chief of staff) - by the Chairman of the Board - by the Rector; for the rest of the employees – by Executive Director.

5 Procedure of the reimbursement of business trip expenses within the bounds of the Republic of Kazakhstan

A worker, sent on the business trip within the bounds of the Republic of Kazakhstan is reimbursed for the following expenses: daily allowance, transport expenses, accommodation expenses.

5.1 The Chairman of the Board-Rector is paid the daily allowance in the amount of two monthly calculation indices for each day of being on the business trip, approved by the law of the Republic of Kazakhstan “On the republican budget” and being valid as of January 1 of the corresponding financial year - hereinafter “MCI”; Executive director, vice-rectors and employees are paid two MCIs, during a period, which does not exceed forty calendar days of being on the business trip.

5.2 The accommodation expenses on the provided supporting documents (fiscal receipt, cash receipt, electronic invoice, bill, notice, job completion act and other supporting documents submitted by hotel service providers, and in case of providing documents for accommodation from an individual entrepreneur, it is additionally provided the documents confirming a person's right to lease property - a lease agreement, a patent, a certificate of registration of the individual entrepreneur, a letter from the tax authorities in terms of the right to lease real estate) are compensated in the amount of:

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1) The amount of accommodation expenses per day for the Chairman of the Board-Rector, Executive Director and First Vice-Rector of the university should not exceed in the tenfold amount of the MCI in Astana, Almaty, Atyrau, Aktau and Baikonyr, in the sevenfold amount of the MCI in the regional centers and cities of the regional significance and in the fivefold amount of the MCI – in the district centers and cities of the district significance;

2) The amount of accommodation expenses per day for the vice-rectors and employees of the university should not exceed in the sevenfold amount of the MCI in Astana, Almaty, Atyrau, Aktau and Baikonyr, in the sixfold amount of the MCI in the regional centers and cities of the regional significance, in the fourfold amount of the MCI in the district centers and cities of the district significance and in the twofold amount of the MCI – in the rural districts;

3) If there are not the supporting documents, the accommodation expenses are reimbursed in the amount of 50 percent of the daily allowance for the business trips, except for cases when the employees used a provided living space, which was free of charge;

5.3 On arrival at the place of business trip and returning to the place of permanent work, except for cases when the administration provides a person, being on the business trip with appropriate vehicles, the cost of travel is reimbursed on the basis of the presented travel documents (ticket; e-ticket and boarding pass):

1) The Chairman of the Board - Rector - by air transport of economy class, no baggage charges;

2) Vice-rectors and employees of the university - by bus or railway transport – as per tariff of the compartment carriage (except for carriages with two-berth compartments (sleeping carriage).

If there are not the travel documents to the place of the business trip and back to the place of the permanent work, expenses are reimbursed at the minimum cost of travel by transport, except for air transport.

5.4 The transport expenses inside the populated locality are non-refundable.

5.5 Reimbursable expenses, if there are the supporting documents, also include the cost of booking travel tickets and a place in the hotel, as well as the usage of bedclothes on the trains when traveling to the place of the business trip and returning to the place of the permanent work.

5.6 When booking and buying the travel tickets through intermediaries, agency fees are not paid.

5.7 Breakfast costs, when staying at the hotel are non-refundable, if this sum is specified on the separate line in the bill for accommodation.

5.8 The expenses, not related to production necessity are not reimbursed by the university, including expenses of using a mini bar in the hotel; the travel expenses related to personal travels; entertainment events (including, without limits, paid TV services in the hotel room, cinema, theaters, discos, excursions, etc.); other services

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(hairdressing, beauty, dry cleaning and laundry services, gym visits, etc.), exotic dishes and drinks, alcoholic drinks.

5.9 If there are the business trips to the area from where the worker, being on the business trip, has an opportunity to return to the place of permanent residence on a daily basis, the expenses are reimbursed as follows:

1) If the worker, being on the business trip stays in the place of his business trip at the end of the working day on his own accord, then if the supporting documents for the lease of living space are presented, daily and transport expenses are reimbursed in the amount established by this Provision;

2) If the worker, being on the business trip returns to the place of permanent work every day, then only travel expenses are reimbursed if there are the travel documents without payment of the daily allowance (allowances instead of daily subsistence allowances);

3) The question of whether the employee can return from the place of the business trip to the place of the permanent work on a daily basis is decided in each case, by the head of the university where the worker, sending on the business trip works, taking into account a distance, conditions of transport, the nature of the performed task, and the need to create conditions for the employee’s rest.

5.10 If there is a temporary disability of the worker, being on the business trip, he is reimbursed on a general basis for the accommodation expenses (except for cases when the worker is in inpatient treatment) and paid the daily allowance for the entire time until he starts to carry out a work task, assigned to him or returns to the place of the permanent work, but not more than 40 days.

The temporary disability of the worker, being on the business trip, as well as the inability for health reasons to return to the place of the permanent work must be certified in accordance with an established procedure. The worker, being on the business trip is paid a social benefit on a general basis for temporary disability during a period of the temporary disability. Days of the temporary disability are not included in the duration of the business trip.

5.11 The worker, sending on the business trip, is transferred to a personal account (cash withdrawal from the university cash register is prohibited) a cash advance within the amounts due for travel, rental costs and the daily allowances on the basis of a business trip order and a financial estimate (calculation) before departure. It is not allowed to give an advance payment to the workers, sending on the business trip, who did not report on the spent cash in the previous business trip.

5.12 When the worker, sent on the business trip returns, he must provide a report of the actual expenditures of cash during five working days. Originals of the rental documents, the travel expenses and other financial documents are attached to the business trip report.

5.13 A remainder of the unused cash must be returned to the cash register of the university during five working days after return.

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6 Procedure of the reimbursement of business trip expenses beyond the bounds of the Republic of Kazakhstan

Foreign business trips are drawn up on the basis of the order of the head of the University, specifying a purpose, the timeframes of the business trip, a country of stay.

6.1 For the period of the foreign business trip, the following expenses are reimbursed:

1) The daily allowance within the bounds of the Republic of Kazakhstan on the days of crossing the Kazakh border by rail; and on the day of crossing the Kazakh border on returning to the Republic of Kazakhstan by means of air travel:

1.1. The Chairman of the Board-Rector - in the amount of four MCIs;

1.2. Executive director, vice-rectors and employees - in the amount of two MCIs.

2) The daily allowance beyond the bounds of the Republic of Kazakhstan – not less than eight MCIs for each calendar day of being on the business trip, but not higher than the norms in US dollars and euros presented in the table No. 1. The daily allowance exceeding 8 MCIs is imposed on an individual income tax;

3) Reimbursement of the expenses of the lease of living space is performed according to the calculation, no more than the norms presented in the table No. 1 only if there are a receipt (bill of the hotel) and the fiscal receipt and other documents confirming the rent of housing. At the same time, the cost of accommodation is accepted without paying for additional services (mini bar, paid TV channel) and other expenses;

4) The travel expenses to the place of the business trip and back to the place of the permanent work are reimbursed on the basis of the presented travel documents when traveling by rail - as per tariff of the compartment carriage, as well as by means of the air transport - as per tariff of the economy class without payment of the baggage transportation.

Documents confirming the travel expenses are tickets (or e-tickets and boarding passes) for the corresponding type of transport, payment receipts, cashier's checks or bank statements of the card account, if a purchase was made via the Internet.

6.3 The reimbursable expenses if there are the supporting documents also include the cost of booking the travel tickets and the place in the hotel, as well as the usage of bedclothes on trains when traveling to the place of the business trip and returning to the place of the permanent work.

When booking and buying the travel tickets through intermediaries, the agency fees are not paid.

6.4 The breakfast costs, when staying at the hotel are non-refundable, if this sum is specified on the separate line in the bill for accommodation.

6.5 The expenses, not related to the production necessity are not reimbursed by the university: using the mini bar in the hotel; the travel expenses related to the personal travels; entertainment events (including, without limits, paid TV services in

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the hotel room, cinema, theaters, discos, excursions, etc.); other services (hairstyling, beauty, dry cleaning and laundry services, gym visits, etc.), exotic dishes and drinks, alcoholic drinks.

6.6 When the worker, sent on the business trip, goes abroad, the date of crossing the state border of the Republic of Kazakhstan and when returning to the Republic of Kazakhstan, the date of crossing the state border of a foreign state prior to entering the Republic of Kazakhstan are included in the period of the business trip.

The date of crossing the state border of the Republic of Kazakhstan is not included in the business trip period, if the departure from the Republic of Kazakhstan is carried out later than 21:00 p.m. of the current day in accordance with the travel document.

The date of crossing the state border of the foreign state prior to entering the Republic of Kazakhstan is not included in the business trip period if departure from the foreign state prior to entering the Republic of Kazakhstan is carried out from 00:00 to 03:00 a.m. of the current day in accordance with the travel document.

The date of crossing the border, when employees go abroad and return to the Republic of Kazakhstan, is determined by means of the travel documents or a stamp in the employee's foreign travel passport.

6.7 The cash advance is transferred to the personal account of employees of the organization on the basis of the business trip order and the financial estimate (calculation) of the foreign business trip.

6.8 When the employee returns from the foreign business trip, he provides an advance payment report of the spent sum with the attachment of a business trip certificate, documents of renting the living space, round trip documents, other documents, confirming travel expenses, the business trip report to the university's Accounting Department during five working days.

6.9 When there are the foreign business trips, it is necessary to provide a written translation of the documents, signed by the employees of the International Department of the university.

6.10 To calculate the currency, the rate determined by the National Bank of the Republic of Kazakhstan is applied as of the date of conversion in tenge.

6.11 The remainder of the unused cash must be returned to the cash register of the university during five working days after returning from the business trip.

Table No. 1

Item No.	State	Daily allowance beyond the bounds of RK, not imposed on the individual income tax at	Daily allowance beyond the bounds of the Republic of Kazakhstan	Classification of the hotel rooms

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1	2	the source of payment				
			\$	€	Standard	
					\$	€
1	2	3	4	5	6	7
1.	The Republic of Austria	8 MCIs		80		230
2.	Australia	8 MCIs	90		250	
3.	The Republic of Azerbaijan	8 MCIs	80		150	
4.	The Republic of Albania	8 MCIs	80		120	
5.	The People's Democratic Republic of Algeria	8 MCIs	80		100	
6.	Antigua and Barbuda	8 MCIs	80		120	
7.	The Argentine Republic	8 MCIs	80		120	
8.	The Arab Republic of Egypt	8 MCIs	90		120	
9.	The Commonwealth of the Bahamas	8 MCIs	80		100	
10.	Belize	8 MCIs	80		100	
11.	Islands of Bermuda	8 MCIs	80		100	
12.	Bosnia and Herzegovina	8 MCIs		80		125
13.	The State of Brunei Darussalam	8 MCIs	90		120	
14.	Vanuatu	8 MCIs	80		100	
15.	Eastern Samoa	8 MCIs	80		100	
16.	The Eastern Republic of Uruguay	8 MCIs	80		100	
17.	The Grand Duchy of Luxembourg	8 MCIs		80		110
18.	The Gabonese Republic	8 MCIs	80		100	
19.	The Kingdom of Bahrain	8 MCIs	90		100	
20.	The State of Qatar	8 MCIs	90		130	
21.	The State of Israel	8 MCIs	90		160	
22.	The State of Kuwait	8 MCIs	90		150	
23.	The Hellenic Republic	8 MCIs		80		185
24.	The Dominican Republic	8 MCIs	80		100	
25.	The Democratic Republic of Madagascar	8 MCIs	80		100	
26.	The Democratic Republic of San Tome and Principe	8 MCIs	80		100	
27.	The Republic of Sudan	8 MCIs	80		100	
28.	The Democratic Socialist Republic of Sri Lanka	8 MCIs	80		100	
29.	Oversea territories	8 MCIs	80		100	
30.	The Hashemite State of Jordan	8 MCIs	80		120	
31.	The Republic of Iraq	8 MCIs	80		110	
32.	The Islamic Republic of Iran	8 MCIs	80		130	
33.	Ireland	8 MCIs		80		165
34.	The Republic of Italy	8 MCIs		80		205

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35.	The Republic of Yemen	8 MCIs	80		100	
36.	The Islamic Republic of Afghanistan	8 MCIs	80		100	
37.	The Islamic Republic of Mauritania	8 MCIs	80		100	
38.	The Islamic Republic of Pakistan	8 MCIs	80		155	
39.	The Kingdom of Denmark	8 MCIs		80		150
40.	The Principality of Andorra	8 MCIs	80		100	
41.	The Kingdom of Belgium	8 MCIs		80		165
42.	The Co-operative Republic of Guyana	8 MCIs	80		100	
43.	The Kingdom of Spain	8 MCIs		80		205
44.	Cayman Islands	8 MCIs	80		100	
45.	The Kingdom of Cambodia	8 MCIs	80		100	
46.	Kampuchea	8 MCIs	80		180	
47.	Canada	8 MCIs	100		150	
48.	The Democratic People's Republic of Korea	8 MCIs	80		150	
49.	The People's Republic of China	8 MCIs	100		150	
	Hong Kong	8 MCIs	100		150	
50.	The Kyrgyz Republic	8 MCIs	80		100	
51.	The Kingdom of Lesotho	8 MCIs	80		100	
52.	The Principality of Liechtenstein	8 MCIs		80		110
53.	The Kingdom of Morocco	8 MCIs	80		180	
54.	The Kingdom of Nepal	8 MCIs	80		100	
55.	The Kingdom of the Netherlands	8 MCIs		80		165
56.	The Kingdom of Norway	8 MCIs		80		250
57.	The Kingdom of Saudi Arabia	8 MCIs	90		130	
58.	The Kingdom of Swaziland	8 MCIs	80		100	
59.	The Kingdom of Thailand	8 MCIs	90		130	
60.	The Kingdom of Tonga	8 MCIs	80		100	
61.	The Kingdom of Sweden	8 MCIs		80		200
62.	The Lao People's Democratic Republic	8 MCIs	80		100	
63.	The Republic of Latvia	8 MCIs		80		85
64.	The Lebanese Republic	8 MCIs	80		100	
65.	Libya	8 MCIs	80		100	
66.	The Republic of Lithuania	8 MCIs		80		100
67.	Macau	8 MCIs	80		100	
68.	Malawi	8 MCIs	80		120	
69.	The Republic of Maldives	8 MCIs	80		100	
70.	The United Mexican States	8 MCIs	80		125	
71.	The Principality of Monaco	8 MCIs		80		175

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72.	The Mongolian Republic	8 MCIs	80		100	
73.	The Republic of the Union of Myanmar	8 MCIs	80		100	
74.	The People's Republic of the Congo	8 MCIs	80		100	
75.	New Zealand	8 MCIs	80		150	
76.	The People's Republic of Bangladesh	8 MCIs	80		100	
77.	The Republic of Palau	8 MCIs	80		100	
78.	The United Arab Emirates	8 MCIs	90		160	
79.	The United Republic of Tanzania	8 MCIs	80		100	
80.	Papua New Guinea	8 MCIs	80		100	
81.	The Portuguese Republic	8 MCIs		80		150
82.	Puerto Rico	8 MCIs	80		100	
83.	The Republic of Angola	8 MCIs	80		120	
84.	The Republic of Armenia	8 MCIs	80		130	
85.	The Republic of Barbados	8 MCIs	80		100	
86.	The Republic of Belarus	8 MCIs	80		100	
87.	The Republic of Benin	8 MCIs	80		100	
88.	The Republic of Bulgaria	8 MCIs		80		130
89.	The Plurinational State of Bolivia	8 MCIs	80		100	
90.	The Republic of Botswana	8 MCIs	80		100	
91.	Hungary	8 MCIs		80		125
92.	The Bolivarian Republic of Venezuela	8 MCIs	80		110	
93.	The Socialist Republic of Vietnam	8 MCIs	80		100	
94.	The Republic of Haiti	8 MCIs	80		100	
95.	The Republic of the Gambia	8 MCIs	80		100	
96.	The Republic of Ghana	8 MCIs	80		100	
97.	The Republic of Guatemala	8 MCIs	80		100	
98.	The Republic of Guinea	8 MCIs	80		100	
99.	The Republic of Guinea-Bissau	8 MCIs	80		100	
100.	The Republic of Burkina Faso	8 MCIs	80		100	
101.	The Republic of Burundi	8 MCIs	80		100	
102.	The Republic of Gibraltar	8 MCIs	80		100	
103.	The Republic of Honduras	8 MCIs	80		100	
104.	Grenada	8 MCIs	80		100	
105.	Georgia	8 MCIs	80		100	
106.	The Republic of Djibouti	8 MCIs	80		100	
107.	The Republic of Zaire	8 MCIs	80		100	
108.	The Republic of Zambia	8 MCIs	80		120	
109.	The Republic of Zimbabwe	8 MCIs	80		100	
110.	The Republic of India	8 MCIs	80		150	

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111.	The Republic of Indonesia	8 MCIs	80		217	
112.	The Republic of Iceland	8 MCIs		80		115
113.	The Republic of Cape Verde	8 MCIs	80		100	
114.	The Republic of Cameroon	8 MCIs	80		100	
115.	The Republic of Kenya	8 MCIs	80		120	
116.	The Republic of Cyprus	8 MCIs		80		150
117.	The Republic of Colombia	8 MCIs	80		160	
118.	The Republic of Costa Rica	8 MCIs	80		100	
119.	The Republic of Côte d'Ivoire	8 MCIs	80		100	
120.	The Republic of Cuba	8 MCIs	80		150	
121.	The Republic of Korea, Seoul	8 MCIs	90		210	
122.	The Republic of Liberia	8 MCIs	80		100	
123.	The Republic of Mauritius	8 MCIs	80		100	
124.	The Republic of Mali	8 MCIs	80		100	
125.	The Republic of Macedonia	8 MCIs		80		115
126.	The Republic of Malta	8 MCIs	80		120	
127.	The Republic of Mozambique	8 MCIs	80		100	
128.	The Republic of Moldova	8 MCIs	80		100	
129.	The Republic of Namibia	8 MCIs	80		100	
130.	The Republic of Niger	8 MCIs	80		120	
131.	The Republic of Nicaragua	8 MCIs	80		100	
132.	The Republic of Panama	8 MCIs	80		100	
133.	The Republic of Paraguay	8 MCIs	80		100	
134.	The Republic of Peru	8 MCIs	80		140	
135.	The Republic of Poland	8 MCIs		80		125
136.	The Republic of El Salvador	8 MCIs	80		100	
137.	The Republic of Senegal	8 MCIs	80		100	
138.	The Republic of Singapore	8 MCIs	90		200	
139.	The Republic of Slovenia	8 MCIs		80		125
140.	The Republic of Surinam	8 MCIs	80		100	
141.	The Republic of Sierra Leone	8 MCIs	80		100	
142.	The Republic of Tajikistan	8 MCIs	80		100	
143.	The Republic of Trinidad and Tobago	8 MCIs	80		100	
144.	The Republic of Uganda	8 MCIs	80		100	
145.	The Republic of Uzbekistan	8 MCIs	80		100	
146.	Ukraine	8 MCIs	80		120	
147.	The Republic of the Philippines	8 MCIs	90		150	
148.	The Republic of Croatia	8 MCIs		80		125
149.	The Republic of Chad	8 MCIs	80		100	
150.	The Republic of Chile	8 MCIs	80		110	
151.	The Republic of Ecuador	8 MCIs	80		100	
152.	The Russian Federation	8 MCIs	80		220	
153.	The Rwandese Republic	8 MCIs	80		100	
154.	Romania	8 MCIs		80		130
155.	The United Kingdom of Great	8 MCIs		80		215

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	Britain and Northern Ireland			80		205
156.	Samoa	8 MCIs	80		100	
157.	The Republic of San Marino	8 MCIs	100		180	
158.	Seychelles	8 MCIs	80		100	
159.	Saint Lucia	8 MCIs	80		100	
160.	The Syrian Arab Republic	8 MCIs	80		110	
161.	The Slovak Republic	8 MCIs		80		125
162.	Solomon Islands	8 MCIs	80		100	
163.	The Somali Republic	8 MCIs	80		100	
164.	The United States of America	8 MCIs	100		260	
	New York	8 MCIs	100		575	
165.	The Sultanate of Oman	8 MCIs	90		120	
166.	The Sovereign Democratic Republic of Fiji	8 MCIs	80		100	
167.	Serbia and Montenegro	8 MCIs		80		125
168.	Taiwan	8 MCIs	80		100	
169.	The Togolese Republic	8 MCIs	80		100	
170.	The Republic of Tunisia	8 MCIs	80		100	
171.	Turkmenistan	8 MCIs	80		120	
172.	The Republic of Turkey	8 MCIs	100		180	
173.	The Federative Republic of Brazil	8 MCIs	80		150	
174.	The Federal Republic of Germany	8 MCIs		80		165
175.	The Federal Islamic Republic of the Comoros	8 MCIs	80		100	
176.	The Republic of Finland	8 MCIs		80		200
177.	The French Republic	8 MCIs		80		230
178.	Malaysia	8 MCIs	90		170	
179.	The Federal Republic of Nigeria	8 MCIs	80		100	
180.	The Federal Democratic Republic of Ethiopia	8 MCIs	80		120	
181.	The Czech Republic	8 MCIs		80		125
182.	The Swiss Confederation	8 MCIs		80		230
183.	Equatorial Guinea	8 MCIs	80		100	
184.	The Estonian Republic	8 MCIs		80		125
185.	The Republic of South Africa	8 MCIs	80		100	
186.	Jamaica	8 MCIs	80		120	
187.	Japan	8 MCIs	100		220	

7 Procedure of the compensation payment, related to a business trip of the members of the Board of Directors

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Members of the Board of Directors of the university can be reimbursed for the following types of expenses:

7.1 Expenses associated with participation in the meetings of the Board of Directors (travel to the meeting venue in both directions, accommodation costs, daily expenses).

7.2 Expenses associated with participation in the business trips related to the university's activities as agreed with the Chairman of the Board of Directors (the travel expenses, the accommodation costs, the daily expenses).

7.3 The reimbursement of the expenses is carried out upon presentation of the supporting documents as they are submitted to the Accounting Department of the university, within the limits of the norms of the travel expenses reimbursement:

7.3.1 The travel expenses to and from the place of carrying out management duties, including payment of booking expenses, based on the documents confirming the travel expenses and reservation expenses. If the travel is drawn up with an electronic ticket or an electronic travel document, the documents confirming travel and reservation costs are:

- 1) the electronic ticket or the electronic travel document;
- 2) the document confirming the fact of payment of the cost of the electronic ticket, the electronic travel document;
- 3) the document confirming the fact of travel (including the boarding pass) issued by the carrier or the person from whom the electronic ticket or the electronic travel document was purchased, on paper form or in electronic form.

The expenses, prescribed by this item do not include the travel expenses within one populated locality.

When booking and buying the travel tickets through intermediaries, the agency fees are not paid.

7.3.2. Breakfast costs, when staying at the hotel are non-refundable, if this sum is specified on the separate line in the bill for accommodation.

7.3.3 The accommodation expenses during the trip for fulfillment of the management duties, including the payment of the booking costs, based on the documents confirming the accommodation expenses and the reservation. Breakfast costs, when staying at the hotel are non-refundable, if this sum is specified on the separate line in the bill for accommodation.

7.4 The daily expenses within and beyond the bounds of the Republic of Kazakhstan within the limits of the norms established for the employees of the university.

7.5 Expenses for obtaining entry and exit permits (visa) (the cost of visa, consular services, compulsory medical insurance), based on the documents confirming such expenses.

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7.6 The place of carrying out the management duties is the place of destination, specified in the invitation of a member of the management body to an event for fulfillment of the management duties, the place and date of such the event.

7.7 The time spent on a trip to perform the management duties is determined based on the number of days, on the basis of the dates of departure to the place of carrying out the management duties and returning, specified in the documents, confirming the travel, including the dates of departure and arrival.

8 Advance payment report

8.1 When the employee returns from the business trip, he must provide the business trip report (in the appropriate form) to the Accounting Department of the university within 5 (five) working days. The employee has a right to demand a receipt for giving the original primary documents (the business trip report, the travel tickets and boarding passes, the job completion acts, the invoices, the fiscal receipts, etc.) from the Accounting Department. After carrying out the advance payment report, the employee, if he desires, can receive a reconciliation act of the imprest amounts during 3 days.

8.2 If the primary documents of the business trip are lost, the expenses are not reimbursed. If it is possible to restore originals of the documents, the expenses will be accepted according to actual documents.

8.3 When there are the foreign business trips, it is necessary to provide the written translation of the documents, signed by the employees of the International Department of the university. The invoice, the travel tickets and boarding passes, the fiscal receipts, the job completion acts, a copy of the passport, confirming the border crossing should be provided as the primary documents.

8.4 When booking and buying the travel tickets through intermediaries, the agency fees are not paid.

8.5 When buying tickets and accommodation via the Internet, you must provide a fact of payment (if the payment is made by a Visa card or other statement from the card account with a bank seal).

8.6 The remainder of the unused cash must be returned to the bank settlement account of the university via the system “Quick cash receipts” or the cash register of the university.

8.7 If the advance payment report contains the expenses (agreed with the management) incurred by the employee independently while being on the business trip, exceeding the sums paid by the university to the employee as an advance for the business trip, then the difference between the sums of the advance from the university and the actual confirmed expenses of the employee is paid to the employee by transferring to the card account.

8.8 If the employee fails to meet the timeframes of submitting the advance payment report, specified in the item No. 8.1. of this Provision, the university

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withholds the sum, which is equivalent to the employee's debt to the university for the business trip, with the consent and on the basis of the receipt signed by an accountable person.

9 Other

9.1 This Provision comes into effect from the date of its approval by the university in accordance with internal procedures.

9.2 If the norms of this Provision are inconsistent with the requirements of the current legislation of the Republic of Kazakhstan, the norms of the current legislation of the Republic of Kazakhstan are applied.

9.3 The university has a right to amend this Provision, at any time, at its discretion, informing the employees about the changes and posting such changes on the university website.

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Appendix A
(mandatory)

F. IDR -II-04-01

REPORT

On the business trip _____
full name

_____ position, department (division)
to city _____
organization, enterprise

from “__” _____ 2020 to “__” _____ 2020
as per the order No. _____ dated “__” _____ 2020

Short description of the report:

Signature of the person, sent on the business trip:

The report is signed by:

- 1. Executive director**
- 2. Leader of the structural division**

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Appendix C (mandatory)

F.05-2020

Familiarization sheet

[illegible]

Appendix D (informative)

Form of the QMS documents distribution list

Distribution list

[illegible]

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List of literature

- [1] Trudovoy Kodeks Respubliki Kazakhstan № 414-V ZRK ot 23 noyabrya 2015 goda,
- [2] Kodeks RK «O nalogakh i drugikh obyazatel'nykh platezhakh v byudzheth ot 23 dekabrya 2017 goda №120-VI Respubliki Kazakhstan,
- [3] Zakona RK «Ob obrazovanii» №319-III ot 27.07.2007 g.,
- [4] Postanovleniye Pravitelstva Respubliki Kazakhstan ot 22 sentyabrya 2000 goda № 1428 «Ob utverzhdenii Pravil o sluzhebnykh komandirovkakh v predelakh Respubliki Kazakhstan rabotnikov gosudarstvennykh uchrezhdeniy, soderzhashchikhsya za schet sredstv gosudarstvennogo byudzheta,
- [5] Ustav NAO «KarTU»
- [6] Pravila vnutrennego rasporyadka NAO «KarTU»