

The American University of Kurdistan
Travel Policy

CONTENT

- I. Introduction
- II. Roles and Responsibilities
- III. Policy Statement
- IV. International Travel
- V. Accommodations
- VI. Transportation
- VII. Visitors and Contractors
- VIII. Policy History

I. INTRODUCTION

- a. Authority: The Board of Trustees (herein referred to as "Board") at The American University of Kurdistan (herein referred to as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. Purpose: The purpose of this policy is to provide institutional procedures for travel.
- c. Scope:

III. POLICY STATEMENT

This policy outlines institutional procedures for travel. This covers employees undertaking business trips, meeting with governmental and non-governmental agencies on behalf of AUK, and attending conference or trainings, as well as clarifying domestic and international travel rules and per diems. If the travel is for training purposes, travel is approved with the understanding that the employee will share the knowledge and experience gained with the campus community to help with collective capacity building.

For all types of travel (domestic or international; business or training), the employee must get all required approvals prior to the travel date; these must outline the objectives of the travel and benefit(s) to the institution.

For authorized travel, employees will be paid a per diem to cover food, accommodations, and transfers (as applicable). If travel is supported by an external grant, then other expenses may be covered (e.g. visa, Covid testing).

In cases when the return trip travel arrangements/dates are changed outside of the employee's control, the additional days will be considered as working days.

Note: There may be cases where exceptions to the per diem and accommodation rates are warranted. In such cases, there must be authorization from the President.

IV. INTERNATIONAL TRAVEL

The following apply:

- All employee-travelers must travel via the lowest practical airfare (economy class);
- Approval is required two weeks in advance; this requires that airline tickets be confirmed at least fourteen days in advance to ensure the most convenient and cost effective routes;

- The employee-traveler may upgrade the seat class at their own expense;

- The employee-traveler takes full responsibility for additional costs (e.g. prior seat selection, extra baggage, travel insurance - health and/or baggage);

- Exceptions can only be authorized by the President (in his absence, the Provost VPA).

- If travel is supported by an external grant, then other expenses may be covered.

- Changes to an airline ticket for business reasons or circumstances beyond the traveler's control that result in additional cost may be allowable expenses with the approval of the Procurement officer.

V. ACCOMMODATIONS

The following apply:

- When traveling on university-approved business outside of the residing or adjacent governorate, overnight accommodation will be paid by the University;

- The employee-traveler is responsible for booking their own hotel accommodation as per institutional guidelines;

- Payment of accommodation allowance is done when an employee submits proof of payment through invoices after completion of the travel.

The Employee traveler provides a copy of the hotel reservation to the Procurement Officer for review and approval according to the approved rates for the destination city/country (see Appendix A);

The accommodation expense will be paid as part of the per diem;

Travelers may upgrade the class of hotel at their own expense;

University support for accommodation does not apply for nights during the employee's vacation or annual leave.

These standards for accommodations apply:

