

## **Business Travel - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 The purpose of this policy is to provide guidelines for expenses related to official travel conducted on behalf of the University.

### **2.0 Scope**

- 2.1 This policy applies to all employees of the University, including academic and administrative staff, who are required to travel for official University business.

### **3.0 Definitions**

- 3.1 Business travel - travel undertaken by an employee for official University purposes may include: attending conferences, meetings, training sessions, or other activities that further the University's goals.
- 3.2 Per diem - a daily allowance (Appendix A) provided to employees to cover accommodation, meals, and incidental expenses during business travel. The per diem rate varies based on travel location and employee position.

### **4.0 Policy**

- 4.1 Employees are responsible for traveling cost-effectively for the University.
- 4.2 The University is responsible for reimbursing the employee in a way that makes them "whole" financially for travel expenses.
- 4.3 All travel expenses must be approved by the budget owner up the chain of command, including the President.
- 4.4 AUIB is not responsible for any lost or stolen items during business travel.

### **5.0 Procedures**

- 5.1 The requesting college or department is responsible for booking travel arrangements with preference to the travel agency located on campus.
- 5.1.1 The individual arranging airport transportation must specify that the travel is for official University business to ensure appropriate billing and avoid unnecessary charges (e.g., airport transport fees).
- 5.2 The college or department will be reimbursed for the lowest economy fare directly to and from the business location with an overage being the responsibility of the employee who travels.
- 5.3 The flight shall be booked with no overnight layover (more than 8 hours) unless it is unavoidable. If the flight is booked with an unavoidable overnight layover, AUIB will cover the reasonable cost of accommodation, unless it is provided by the airlines.

5.4 All visa-related fees are payable by AUIB, and this may include, but not limited to, visa application, appointment fees, and so on.

5.5 Employees will be eligible for per diem for the business travel based on the categories shown below. The per diem covers accommodation, meals, and incidentals for which no receipts need be submitted.

5.6 In addition to the per diem, employees may claim local transportation, including an economy rental car if required for business purposes, and for which receipts must be submitted. If the employee uses his vehicle for transportation, a mileage log must be submitted. Mileage will be reimbursed at 660 IQD per mile or 412 IQD per kilometer. Parking fees will be reimbursed, including parking at the airport for the traveler's vehicle at the departure destination.

5.7 The employee will be eligible to claim excess luggage for up to 200,000 IQD. The employee can claim this expense for reimbursement by submitting an expense report via ERP system along with the corresponding receipt.

5.8 All business travel reimbursement claims must include the following documentation:

- A copy of the travel approval letter,
- Receipts for expenses incurred,
- The agenda for conferences, training sessions, or meetings.

5.9 Reimbursements for travel expenses must include actual receipts for all eligible costs. Any expenses exceeding the per diem rate will not be reimbursed.

## Related Policies and Documents

Travel Policy

Human Resources Handbook

## Appendices

Appendix A: Per Diem Allowances

### Appendix A - Per Diem Allowances

Location	Categories	Per Diem
Europe, US, Australia, UAE	President	462,000 IQD
	VPs, Associate VPs, Deans, Directors, Associate Directors	349,800 IQD
	Staff and Faculty	277,200 IQD
Location	Categories	Per Diem
Local, Middle East, North Africa, Turkey, Asia	President	349,800 IQD
	VPs, Associate VPs, Deans, Directors, Associate Directors	231,000 IQD
	Staff and Faculty	231,000 IQD