

Travel - Policy & Procedures

1.0 Purpose

- 1.1 The purpose of the policies and procedures for travel is to provide guidelines related to travel within Iraq as well as to and from Iraq when traveling to join the University and leaving it or traveling on university related business.

2.0 Scope

- 2.1 This policy applies to all AUIB employees, including faculty and staff, who travel for university-related purposes, including but not limited to joining the university, leaving the university, and engaging in business or training activities either within Iraq or internationally.

3.0 Definitions

Personnel Terms

- 3.1 President - the highest-ranking executive responsible for overall leadership, strategic planning, policy implementation, and external representation of the university.
- 3.2 President's Cabinet - senior executives and key administrators who advise and support the President, overseeing major divisions such as academic affairs, finance, student services, and development, and serve at the highest level of their area of expertise. (ex. Chief/VPs)
- 3.3 Middle management - Head of Department for specific departments or colleges who report to executive cabinet members, who implement policies, manage daily operations, and supervise frontline managers and staff. (ex. Deans, Associate Deans, Directors)
- 3.4 Frontline management - Supervisors/Managers work 12 months per year, who directly oversee staff and faculty, manage daily operations, address immediate issues, and ensure departmental goals are met in line with university goals.
- 3.5 Staff - non-academic employees supporting university operations and administration.
- 3.6 Faculty - academic employees responsible for teaching, service, and scholarly activities.
- 3.7 Dual role employees - individuals serving in more than one role or employed in more than one department.

Travel Policy Terms

- 3.8 Domestic Travel Agreement - a contract that employees must sign to travel within Iraq for university business or other purposes, outlining the terms and responsibilities of such travel.

3.9 Per diem - a daily allowance provided to employees for expenses incurred while traveling for university business, covering accommodations, meals, and local transportation.

3.10 ERP System - enterprise resource planning system used by AUIB for managing and submitting expense reports and other travel-related documentation.

3.11 Visa run - a trip made primarily for the purpose of visa renewal or compliance, coordinated through Human Resources (HR).

4.0 Policy

4.1 Employees are responsible for traveling in a manner that is cost-effective 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 All air travel is economy class unless there is a specific arrangement with the employee approved by the President that travel class will be otherwise at the expense of the employee.

4.5 To travel within Iraq, whether on business for the University or otherwise, an employee must sign the University’s Domestic Travel Agreement.

4.6 All flights must be booked a minimum of 30 days in advance.

5.0 Procedures

New Employees

5.1 Once the visa is issued, the HR and Payroll Assistant in the HR Department shall contact the employee to confirm their flight arrangements and notify security personnel of airport transport.

5.2 Employees must confirm their beginning of service and end of service flights for HR to confirm with AUIB Travel Agent.

5.3 The HR and Payroll Assistant or relevant HR Team member will contact the travel agency to book a one-way economy-class flight from the employee’s home airport to Baghdad. An employee may make their own travel arrangements but must present the ticket and payment receipt on arrival in Baghdad. The amount reimbursed will be only for the fare that the University would have paid by using its travel agent. If the university has already booked the ticket, no reimbursement will be made for tickets booked by the employee without advance approval.

5.4 The flight shall be booked with no overnight layover (more than 12 hours) unless it is unavoidable. If the flight is booked with unavoidable overnight layover, AUIB will



reimburse the cost of accommodation, based on the region within the university's per diem schedule, unless it is already provided by the airlines. The employee must present valid receipts to be reimbursed for accommodation. No reimbursement will be made if the employee books their own flight arrangements.

5.5 Flight fares are invoiced to AUIB by the travel agency, and no direct contact shall be made by the employee with the travel agency.

5.6 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.

5.7 All fees related to travel by the spouse or other family members of the employee are not covered by the University. Any fees not related to an employee arranged by the University will be deducted from the employee's first available payroll cycle.

5.7.1 Expense report shall be submitted through the ERP system no later than 30 days from the date on the document/receipt to ensure reimbursement in a timely manner. Requests submitted after the deadline will not be processed.

Visa Run Travel

5.8 Visa run travel will be coordinated in advance with the HR Compliance Coordinator. The cost is based on the group travel rate identified by our travel agent. Any travel to an alternate destination must be coordinated by the employees on their own. Employees will be reimbursed based on the group destination rate, consistent with the normal visa run destination and receipts provided by the employee. Any change or upgrade made to the reservation will be absorbed by the employee. Visa runs are not eligible for normal per diem rates.

Personal Travel

5.9 The employee is responsible for paying airport fees and all other logistic expenses related to personal travel. Fees related to all personal travel must be paid directly to the travel agent and not through payroll deductions. For personal travel, the employee is accountable for covering airport fees and all other logistical expenses. These expenses should be paid directly to the travel agent and not deducted from payroll.

Related Policies and Documents

Reimbursement Policy

New Employee Onboarding Policy

Domestic Travel Agreement Form