



The American University of Kurdistan Travel Policy

Policy Number: HR008
Effective Date: June 6, 2022

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:** This policy applies to employees undertaking business trips, meeting with governmental and non-governmental agencies on behalf of AUK, and attending conference or trainings.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Employee’s Supervisor & Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

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 or VPAF).
- 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. ACCOMODATIONS

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:

Employee Rank	Hotel Grade
President, Provost, VPs	Three/Four/Five Star as available and as per cost
Other Employees	Three/Four Star as available and as per cost

VI. TRANSPORTATION

1) University Transportation

- Drivers and cars are available for travel within the KRI;
- Transportation for approved travel must be prearranged through Campus Services;
- Transportation requests must be submitted to Campus Services at least 48 hours prior to the trip;
- Travel requests are addressed on a first come, first served basis; in the case of high demand, transportation requests will be prioritized.

2) Personal Car

Travelers may utilize their personal cars for business travel if university transportation is not available. Reimbursement for the use of a personal vehicle is the same as for a taxi allowance.

3) Taxis and Other Local Transportation

The cost of taxis and other local transportation to and from places of business, hotels, and airports in connection with approved business activities is reimbursable. Such reimbursements will not be permissible if University transportation is available. Note that some of these costs may be covered in the per diem and Meal and Incidental Allowance. Please check with HR for the institutional guidelines.

VII. HEALTH INSURANCE

The University may provide health insurance for employees of AUK whilst travelling abroad on University approved business as appropriate.

If approved, health-travel insurance will be purchased by the Procurement Officer.

VIII. VISITORS AND CONTRATORS

Approval of University-funded travel for visitors and contractors will be determined on a case-by-case basis through mutual agreement. If it is agreed that the University arranges such travel,

POLICY - Travel

then all arrangements will be handled by the University including air tickets. All policies herein stated apply to visitors and contractors who travel at the cost of AUK.

IX. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 6, 2022

APPENDIX A

Hotel, Meal and Incidental Allowances

Guidance for the following was taken from the published EU per diems covering accommodation, meals, local travel, and incidentals (https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf).

Hotel Allowances for International and Domestic Travel* (rates are in USD)

Guidance for the following was taken from the published EU per diems covering accommodation, meals, local travel, and incidentals

Destination	Staff	Faculty, Chairs, Deans, Managers, Directors	VPs	President
East Asia, Southeast Asia, Australia, New Zealand (A)		200	225	TBA
South Asia, India, Pakistan, Afghanistan (B)		150	175	TBA
Iran, Syria, Turkey, Egypt, Jordan, Iraq (C)		125	150	TBA
Lebanon, UAE, GCC, Saudi Arabia (A)		175	225	TBA
Africa (B)		150	175	TBA
Russia, CIS (B)		150	175	TBA
EU (A)		200	225	TBA
UK (A)		200	225	TBA
US, Canada (A)		200	225	TBA
Mexico, Latin America (B)		150	175	TBA
Kurdistan – Erbil (C)	100	125	150	TBA
Kurdistan – Sulaimaniya (C)	100	125	150	TBA

*Note: When hotels are booked that are priced below the rates in the table, the employee will only be reimbursed for the amount spent.

Meal and Incidental Allowances (rates are in USD):

Destination level as identified above	Staff	Faculty, Chairs, Deans, Managers, Directors	VPs	President
A		60	75	TBA
B		50	60	TBA
C		50	60	TBA

In situations where meals are included with the cost of the hotel, or are provided during flights, or are provided through other means, e.g. workshops, meetings, representation by other parties, the amount of the meal and incidental allowance will be reduced on the basis of the following scale: Breakfast 20% Lunch 30% Dinner 40%.

For one-day business-related travel from Duhok, employees are eligible for a per diem of \$15 to cover their meal and incidentals. In order to be eligible, the travel must be for at least 6 hours.