

Guideline #	AD-103-G2	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

TRAVEL AND TRAVEL ALLOWANCES GUIDELINE:

- FBSU employees may travel within the Kingdom during weekends and holidays without a prior permission from the University. However, it is advisable that the employee informs the department head and or his direct supervisor.
- FBSU employees must submit a leave request to travel within the Kingdom during working days *(See the related Travel Request and Leave Request forms)*.
- FBSU employees wishing to travel abroad at any time during the year should not do so without securing an approved leave request prior to travel date. The Travel Request form (in the case of a business trip) and the Leave Request form must be received by the HR through the employee's department head at least two weeks prior to the date of travel for domestic travel and at least one month prior to the date of travel for international trips.
- Expatriate employees and their beneficiary family members are entitled to obtain travel tickets in accordance with their annual contracts and upon end of service.
- The university grants travel tickets and bears the costs of issuing visas to the expatriate employees and his/her beneficiary family members (spouse and up to two children of 18 years or younger or unmarried females provided they reside in KSA for at least 6 months during the academic year) as follows:
 - Contracting for the first time from outside the Kingdom: Travel tickets (one way) for the contracting party and his beneficiaries' family members from the nearest international airport to the contracting country.
 - Contracting for the first time from within the Kingdom: travel tickets (one-way) for the employee and his/her family members who are beneficiaries of the place of residence (according to the resident's identity).
 - Annual leave: round trip tickets for the employee and his beneficiary family members to and from the nearest international airport to the contracting country.
 - End of service: one way travel ticket(s) at the end of his service to travel to the nearest international airport to the contracting country. This will not be granted if the employee decides to stay in the Kingdom for any reason or transfer his/her sponsorship to another party.
- The expatriate employee has the right to obtain a travel allowance for the annual leave for him and his family members who benefit as follows:
 - For Jordanian employees: according to the basic salary according to the following table:

Basic Salary (SAR)		Travel allowance for annual leave (SAR)		
Minimum	Maximum	Employee	Eligible spouse	Eligible child
	4,999	1,000	1,000	100
5,000	6,999	1,500	1,500	200
7,000	8,999	2,000	2,000	250
9,000	11,999	2,500	2,500	500
12,000	14,999	3,000	3,000	750
15,000		3,500	3,500	1,000

BENEFITS POLICY

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- B) Employees from other countries will be paid 75% of the value of the tickets to the nearest international airport to the country of contract stipulated in the work contract, according to the average annual ticket price if the employee booked or purchased the ticket(s) him/her-self.
- C) In the event that the employee does not wish to travel to the contracting country stipulated in the work contract, s/he will be paid 50% of the ticket(s) value according to the average annual ticket price.
7. Travel allowance, in case of travel, requires submission of a proof of travel, and other documents indicated on the Travel Allowance Form.
 8. Travel tickets are in economy class, unless the work contract stipulates otherwise.
 9. Expatriate employees must submit an application for travel tickets or ticket replacement at least two months prior to the annual leave date.
 10. The value of the travel ticket allowance is determined by the Procurement Department.

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