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### TRANSPORTATION AND TRANSPORTATION ALLOWANCES GUIDELINE:

1. The University reserves the right to provide transportation between the employee's place of residence and the place of their work by any of the following means:
  - A) Providing appropriate transportation between the place of residence and the place of work.
  - B) Paying a monthly transportation allowance according to what is specified in the work contract.
  - C) Providing the contractor with a means of transportation.
2. FBSU will pay the administrative staff members a transportation allowance in the amount of SR 300 per month. FBSU will pay the faculty members a monthly transportation allowance of SR 600. The monthly transportation allowance for an academic Dean is SR 1000.
3. Transportation allowance shall not be paid to the employees who uses the means of transportation provided by the University from his place of residence to his place of work.
4. Transportation allowance is not paid on annual leave and leave without pay.
5. No transportation allowance shall be paid to the employees to whom the university provides housing on the university site or in its environs.
6. FBSU members who opt to use commercial transportation facilities such as Taxis or other means may do so at their own risk. The General Service Officer at FBSU may be contacted for assistance.
7. Private vehicles used in connection with official University business must have third party insurance.

د. محمد بن سلطان

BatS



د. محمد بن سلطان  
البريد الإلكتروني

