

Policy #	AD-106	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

## 1. Purpose

The provisions of this policy shall be applied to the participation of all employees for their in training courses, participation in meetings, visits, and any other official tasks inside and outside the Kingdom assigned to a faculty member or employee outside the university, as per the rules.

This policy highlights the travel and transportation rules and procedures that govern business travel activities undertaken by FBSU members. Participation of faculty members in scientific conferences, seminars and workshops are subject to the provisions of the Conference Attendance Policy.

## 2. Definitions

NA

## 3. Policy

- 3.1 All FBSU employees must seek the permission of their Department Heads to travel within the Kingdom or abroad during working days.
- 3.2 The Travel and the Leave Request forms must be submitted at least two weeks prior to the date of travel for domestic trips and at least one month prior to the date of travel for international trips (See the related Travel Request form and Leave Request form). Unjustified late submissions may result in the travel request being denied (See the related Business Travel procedure).
- 3.3 Business trips are subject to the approval of the university President or Chancellor upon recommendation of the employee Dean/Director.
- 3.4 After the approval, the University covers the following:
  - A) Fees for participation in seminars, lectures and courses.
  - B) Exit and re-entry visa fees, the cost of obtaining a visa from the embassies, and the attestations required by the original invoices.
  - C) Hotel accommodation in a 5-star hotel for the President and Vice-Presidents of the university, Chancellor, their assistants and deans of the colleges, and a 4-star hotel for the rest of the university's employees. An exception is made for participation in seminars that require accommodation in the same hotel in which the event is held.
  - D) Travel tickets to the nearest international airport from the participation site.
  - E) In the event of land travel, the university provides an appropriate means of transportation, and it is also permissible - and with the approval of the university director or the agent - to use his own means of transportation, and in this case, SR 0.6 will be disbursed to him for each kilometer of the distance traveled.

- 3.5 If travel is by land, private and/or public vehicles used in connection with official university business travel must have third party insurance. FBSU takes no responsibility and shall not be held liable for any damage or injury that may occur during travel.

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- 3.6 FBSU members traveling on authorized business trips are entitled to receive the following daily allowance rates (per diem) or as approved by the Chancellor or the President:

Category	Per Diem (SR/day)	
	Outside KSA	Inside KSA
President, Chancellor	1,000	500
Vice Presidents and Vice Chancellors	800	400
Deans and Assistants to the President and the Chancellor	700	350
Faculty members and Directors of administrative units	500	250
Other Employees	400	200

- 3.7 FBSU Employees traveling on University business may request an advance payment to cover per diem or anticipated expenses subject to the approval of the Chancellor. The Travel Request form contains a slot for advance payment. The advance payment will be cleared upon submitting an Expense Report which provides details on how the advance was spent and/or by returning the unspent amount to the University. Unsettled amounts will be deducted directly from the employee subsequent salary.

- 3.8 For non-Saudi employees, only Deans and Vice Presidents are entitled to multiple entry visas. However, other personnel may get such visas provided that their involvement in university affairs requires frequent travel. In the latter case, approvals of both the Chancellor and the President must be secured.

3.9 **Business travel for faculty members:**

- 3.9.1 Faculty members (Full and part time) traveling during regular working days must submit their leave request form accompanied with a detailed plan for the makeup sessions of the missed lectures.
- 3.9.2 International business travel requires the approval of the Dean of the Faculty concerned, the Chancellor and the University President.
- 3.9.3 Faculty members are urged not to travel during teaching days. No travel shall be approved during the final exam. In all cases travel shall not exceed five working days. In case of traveling during teaching days, the faculty member should arrange all makeup classes during the travel period and inform the department head for this arrangement prior to travelling.

3.10 **General Provisions:**

- 3.10.1 The Employee shall bear all travel expenses in the event that s/he fails to meet the specified date, unless this is due to a force majeure or an acceptable excuse for the University President or Chancellor.

- 3.10.2 The coverage of business trips will not include the costs of car rentals unless the rental is approved by the Chancellor before the trip in the respective travel request.

- 3.10.3 Travel tickets are granted in the economy class, with the exception of business class tickets for the Members of the Board of Trustees and the President. Air tickets may be modified with the approval of the President.

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3.10.4 Air tickets and accommodations are booked through the University's Procurement Department. The price of the tickets will be automatically included in the account receivable of the staff member until the required reports are submitted and approved. Personal purchase is possible but reimbursement is limited to the University's set fare.

3.10.5 The Employee to whom tickets have been issued must provide the university with travel proof documents - photocopies are not accepted - no later than one week from the date of return from travel.

### 4. Related Documents

- 4.1 Business and Travel Procedure (AD-106-P1)
- 4.2 Travel Request Form (AD-106-F1)
- 4.3 Expense Report Form (AD-106-F2)
- 4.4 Travel Allowance Request Form (AD-106-F3)
- 4.5 Travel Request for Visitors Form (AD-106-F4)
- 4.6 Leave Request Form (AD-105-F1)
- 4.7 Conference Attendance Policy (SR-100)

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