

BUSINESS TRAVEL PROCEDURE

Procedure #	AD-106-P1	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

1. Purpose

The provisions of this procedure shall apply 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 procedure highlights the process of travel and transportation requests and rules that govern business travel activities undertaken by FBSU members.

2. Definitions

NA.

3. Business Travel Procedure:

- 3.1. FBSU employees wishing to travel abroad or within the kingdom during working days must submit a Travel and a leave Request Forms to their Department Heads for Approval (*See the related Travel Request form and Leave Request form*).
- 3.2. All international travel requires advance approval of the Dean of the Faculty / director of the Unit concerned and the President of the University.
- 3.3. Request for travel (advance payment) should be submitted to the Procurement Department using the Travel Request form at least two weeks before the travel date.
- 3.4. An Expense Report form should be submitted to the Finance Department within two weeks of the completion of travel (*See the related Expense Report form*). The following documents shall accompany the Expense Report:
 - A) Supporting receipts of all expenses covered by the business travel policy and paid for by the employee.
 - B) The airline ticket and the used section of all boarding slips.

4. Related Documents

- 4.1. Travel Request form (AD-106-F1)
- 4.2. Expense Report form (AD-106-F2)
- 4.3. Travel Allowance Request Form (AD-106-F3)
- 4.4. Travel Request for Visitors Form (AD-106-F4)
- 4.5. Leave Request form (AD-105-F1)