



19 February, 2014

Corporate Travel – Process Guidelines

During their employment with the PSUAD, employees may request or be required to travel. The following process guidelines are intended to assist employees in the correct use of the three possible corporate travel options (business, professional and academic travel). However, in no case are the guidelines intended to replace the language in the HR Policy manual relating to corporate travel. If an employee has a question or comment they may contact their Head of Department or the HR Department.

1) Business Travel

Introduction

During the course of their employment/assignment, PSUAD Employees and long-stay Paris Expats may be required to travel off campus, either further than 100km from Abu Dhabi or outside the UAE, for PSUAD work related activities. This travel type differs from professional and academic travel in that it is the PSUAD that is requiring the employee to undertake work related travel. The following policy covers how such cases shall be treated in terms of travel and expense coverage.

Process

- a) As business travel requires the approval of the DVC (or VP Management Council for VC and DVC travel), HODs are encouraged to review the travel need with the relevant DVC before asking the employee to book the travel dates.
- b) When an employee is requested to travel for business related purposes, the Head of Department should request the employee to log into the SSHR Oracle system and book the travel dates. Prior to the employee logging into the system to book the travel, the HOD (or one up as applicable) shall provide the employee with a memo outlining the travel details and justification for the travel and this shall be attached to the SSHR Oracle booking request (this may, for example, include a formal invitation and schedule from Paris Sorbonne Deans/President).
- c) The DVC (or VP Management Council for VC and DVC travel) will give consideration to the necessity of the travel and to whether or not alternate means of “participation” may be appropriate (eg. conference call or video conferencing, etc.). Consideration will also be given to budget availability.
- d) Overnight stays would not normally be required for in-country travel where the Employee can reasonably return to their Abu Dhabi residence for the evening. The same principle would apply where an Expat Employee is attending an activity within 100km of their non-UAE residence.

- e) For international travel, the Employee may book one day's per diem prior to the business activity and one day's per diem post activity. If travel support within the UAE is required, the Employee's HOD should contact the General Service Department to coordinate.
- f) Once approved in the Oracle system, HR will calculate the per diem / hotel entitlement (where applicable). And, for international travel, HR will advise the Employee/HOD to start the ticket purchase requisition process (see General Services policy/process for PR/PO generation).
- g) Managers please note that travel payment will normally be processed with the month-end payroll if submitted before mid-month, and on the next month's payroll if submitted after mid-month. As such, early submission of requests is critical.
- h) If the travel is amended or does not take place, employees are required to inform HR to ensure travel allowances are adjusted/recovered.

2) Professional Travel

Introduction

The University acknowledges the need for ongoing development and enhancement of Employees' skills through their participation in professional meetings, conferences, seminars, workshops and training events. Where applicable and pre-approved, the University supports regular Employees' with the payment of travel costs and other expenses related to their participation in such events.

Please note that for travel related to a specific training event, employees and HODs should reference the "training guidelines" handbook.

Process

- a. Professional travel coverage is only applicable for event for where travel is more than 100km from Abu Dhabi. Application should include details of the event, including a full schedule of the events activities and timings, a written outline describing how the event will benefit the Employees' development within the University and how attendance aligns with the Mission/Vision of the PSUAD.
- b. To apply, the employee should log into the Oracle system and select the appropriate travel benefit type. As HOD and DVC approval is required, employees are encouraged to review their professional travel proposals with their HOD well in advance of the travel dates.
- c. In addition to considering the details contained in the travel application, approvers shall give consideration to budget and/or operational constraints, alignment with performance management goals (where relevant) and to what extent the Employee has previously had professional travel opportunities. Normally requests would not be approved for more than two events per contract year (or once per contract year for Faculty and Paris Expats).
- d. Registration fees will be covered as per the PSUAD General Services guidelines. Essentially, once the event participation is approved, the HOD generates a purchase requisition for the

payment to be processed through procurement. Note that this implies that payment details must be submitted well in advance of the event start date to ensure timely payment is made to the event organization.

- e. Overnightstays would not normally be required for in-country travel where the Employee can reasonably return to their Abu Dhabi residence for the evening. The same principle would apply where an Expat Employee is attending an activity within 100km of their non-UAE residence.
- f. For international travel, the Employee may request one day's per diem prior to the professional activity and one day's per diem post activity. If travel support within the UAE is required, the Employee's HOD should contact the General Service Department to coordinate.
- g. Once approved in the Oracle system, HR will calculate the per diem / hotel entitlement (where applicable). And, for international travel, HR will advise the Employee/HOD to start the ticket purchase requisition process (see General Services policy/process for PR/PO generation).
- h. Managers please note that travel payment will normally be processed with the month-end payroll if submitted before mid-month, and on the next month's payroll if submitted after mid-month. As such, early submission of requests is critical.
- i. Employees should note that any costs associated with non-attendance or non-completion, for unjustifiable reasons, may be claimed back.
- j. Upon their return, the Employee will be required to submit a written report to their HOD/DVC outlining significant event highlights, insights gained and recommendations, if any, for improved personal or unit performance. In cases where the Employee made a presentation as part of their attendance, the University may request the Employee to present the same to their colleagues and/or students. Where employees do not complete these "return from professional travel" requirements, the HOD shall inform HR and discuss possible repayment of PSUAD covered costs.

3) Faculty Academic Travel

Introduction

The University acknowledges that Faculty (including long stay Paris Expats) may require time off outside of the normal leave periods to undertake activity related to their research (eg. field or library activity) or their academic standing (eg. jury member for a doctorate defence). Where there is travel associated with such approved periods of leave, the following guidelines shall apply.

Process

- a) Faculty Employees should apply for such travel through the Oracle system. Academic travel requires pre-approval from the Employees' Head of Department, the Deputy Vice Chancellor Academic and the Vice Chancellor and would not normally be granted more than twice per academic year.

- b) In reviewing such requests, consideration will be given to the potential impact on students, the academic merit of the activity to be undertaken during the period of leave and its alignment with the mission and vision of the PSUAD.
- c) Overnight stays would not normally be required for in-country travel where the Employee can reasonably return to their Abu Dhabi residence for the evening. The same principle would apply where an Expat Employee is attending an activity within 100km of their non-UAE residence.
- d) For international travel, the Employee may request one day's per diem prior to the academic activity and one day's per diem post activity. If travel support within the UAE is required, the Employee's HOD should contact the General Service Department to coordinate.
- e) Once approved in the Oracle system, HR will calculate the per diem / hotel entitlement (where applicable). And, for international travel, HR will advise the Employee/HOD to start the ticket purchase requisition process (see General Services policy/process for PR/PO generation).
- f) Managers please note that travel payment will normally be processed with the month-end payroll if submitted before mid-month, and on the next month's payroll if submitted after mid-month. As such, early submission of requests is critical.
- g) If the travel is amended or does not take place, Faculty are required to inform HR to ensure travel allowances are adjusted/recovered.
- h) Upon their return, the Faculty member will be required to present or report on their activities. This may include a requirement to present findings or achievements to colleagues and/or students. Where employees do not complete these "return from professional travel" requirements, the HOD shall inform HR and the DVC Academic and discuss possible repayment of PSUAD covered costs.