



Texas A&M University Qatar

Title: TAMUQ Visitor & Faculty-Staff Travel Policy

Policy Statement and Purpose:

To provide details, guidance and clarification to TAMUQ visitors and faculty & staff on business travel to & from TAMUQ.

Who Should Read This Policy:

Anyone who is an invited visitor to TAMUQ and all TAMUQ faculty & staff who engage in business travel.

Contacts:

TAMUQ Human Resources Services
TAMUQ Assistant Dean for Administration & Finance

General:

It is the policy of TAMUQ to conform with all of the practices and limits related to business travel established by Texas A&M University.

The TAMUQ Dean is the approval authority for all TAMUQ travel.

All official international visitors (defined as those whose travel is paid for by Qatar Foundation funds) to TAMUQ must:

1. Be invited by an authorized member of the TAMUQ faculty and staff; and
2. Must have their travel itinerary reviewed and approved by the TAMUQ Office of the Dean.
3. Lodging and ground transportation will be coordinated and paid by TAMUQ direct billing arrangements.

Travel Guidelines:

All travel requests must be submitted for approval at least 14 days in advance, and include any vacation and/or deployment-redeployment leave being taken in conjunction with the business travel.

The most recent and relevant update of the Travel & Leave Form is posted on the TAMUQ web-site. All TAMUQ faculty and staff must complete this form as part of the travel approval process.

TAMUQ Faculty Travel Guidelines:

- **Research Travel** - Travel requests must be submitted through your department's program coordinator or supervisor. If the travel is related to your research, your research account number must be included in your travel request. Your departmental assistant can obtain/provide account balances on request.
- **Conferences & Workshops** – The travel request must clearly state the full name, dates and location of the conference/workshop, and the title of your paper/presentation. Please include a copy of the conference/workshop program which includes your presentation.
 - If you are attending a conference or workshop, and not presenting, the travel request must include a written rationale which explains how this will be beneficial to your TAMUQ research, teaching and or service.
- **Classes During Travel** – If your travel requires you to miss any teaching/class sessions, please detail in your travel request, a statement as to who will be handling your teaching responsibilities. Include the dates & times of all of the class sessions you will miss and the name(s) of any substitute faculty, lecturers and/or assistants with whom you have made arrangements.
- **Travel to Coordinate TAMUQ/TAMU Academic Programs** – An average of up to one trip per semester, or maximum of 2 trips per academic year, are authorized for each academic department to facilitate coordination of academic programs, course syllabus, laboratory coordination, ABET issues, recruitment, etc. Each program

coordinator may nominate any faculty member for this purpose. The traveler must include, in the travel request, a list of specific activities that will be coordinated while visiting TAMU and complete a detailed written report, upon return.

TAMUQ Staff Travel:

All staff travel requests must include a clear justification as to why the travel is necessary. If attending training, the travel request must include a rationale as to how the training relates to and will support your job function. Upon return, a written report is required on what was accomplished during the trip.

Transportation:

Air Transport – Business class airfare is authorized for approved business travel air segments that are 5 hours in duration, or longer. Air segments that are less than 5 hours in duration are authorized coach or economy class.

Rental Car – Rental cars are authorized for ground transportation while on authorized business travel, while at the destination. Large, expensive and/or chauffeur driven cars and limousines are not authorized for TAMUQ travel, unless specifically authorized, in advance, by the Dean.

Lodging and Meals:

Lodging – The preferred method of paying for lodging in Doha and College Station, is through contract travel agents, with direct billing. Reimbursement of actual costs will be paid upon presentation of a receipt. If sharing a room with another TAMUQ employee, the room rate is split in half and each employee can claim half.

Meals – TAMUQ will reimburse actual meal expenses up to the authorized daily per diem rate for the location. Receipts are required.

Other Expenses:

Registration Fees – Registration fees for conferences, meetings, etc are reimbursed. Receipts are required

Incidental Expenses – Copying, postage and supplies are reimbursable, subject to provision of receipts and explanation as to the need and how they relate to the trip. Phone calls, faxes, e-mails and internet connections are reimbursable for business purposes. Tolls, tutorials, publications and abstracts are reimbursable upon presentation of receipts

Items Not Reimbursed – Laundry services, tips, moving traffic and/or parking violations, alcoholic beverages and items purchased for personal use due to lost/delayed baggage