

Local Travel

Policy Statement

Personnel who travel occasionally for assignments within Egypt are obliged to follow this policy

Reason for Policy/Purpose

This policy aims at defining the local travel and transportation boundaries.

Who Approved This Policy

EVP. Brain MacDougall

EVP FOR Administration & Finance

Who Needs to Know This Policy

AUC Community

Web Address for this Policy

Contacts

Responsible University Official: Accounts Payable Director

Responsible University Office: Office of the Controller

If you have any questions on the policy or procedure for Local Travel policy, you may:

1. Call [Accounts Payable Section – Controller’s Office] at [ext # 2336]
2. Send an e-mail to Hesham_r@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy

Policy/Procedures

In addition to the transportation expense, which is reimbursed according to actual expenses incurred for assignments outside Cairo, a per diem allowance is paid to cover hotels, meals and all other incidental expenses only. Per Diem rates are amended periodically by HR to take into account market conditions and university needs.

Reduction of Per Diem Under Specific Circumstances

When free lodging and/or meals are provided, the payable per diem allowance will be:

1. 70 percent when meals are provided but not lodging.
2. 30 percent when lodging is provided but not meals.
3. 15 percent when both lodging and meals are provided.

If the assignment does not necessitate staying overnight outside Cairo (i.e. traveling from and back to Cairo the same day), only 30 percent of the specified per diem allowance is to be paid. If the assignment exceeds normal working hours, the employee is eligible for overtime.

For special assignments of a whole day's duration within Cairo, but outside AUC (e.g. preparation for book fairs), the employee is entitled to a per diem of 30 percent, but no transportation expense is paid.

Travel Expenses and Allowances Regulations

AUC employees whose work requires their presence at locations or sites of work outside Cairo on a regular basis such as the Social Research Center, the Desert Development Center, Supply Chain Management and Business Support Services personnel are not included under the provisions of this section. (Refer to the online manual Appendix II, Travel Expenses and Allowance within Egypt at hr.aucegypt.edu).

Forms/Instructions

- Local Perdiem Form – Ms. Kamelia El Khabany – Human resources Department.

Related Information

List related university policy documents or cross-references and where they can be located.

Appendices (*optional*)

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

History/Revision Dates

Origination Date: July 1, 2010

Last Amended Date: Dec. 21, 2010

Next Review Date: Month, Day, Year