

Business Trip Form



Academic/Non Academic Staff

Faculty member's Name: Academic Rank:.....
Department/Program:..... Date of Employment:.....
Job Number:..... Position:.....
Office Telephone:..... Mobile Phone:.....
E-mail:..... Fax:.....
Bank Address and Sort Code:..... Account Number:.....
.....

First: The Event Information

- 1 - Name of Event:
- 2 - Organizer(s):
- 3 - Address:
 - Telephone: Fax:
 - Webpage / e-mail:
- 4 - Duration of event: From: To:
- 5 - Venue Country:.....
- 6 - Date of Departure:
- 7 - Date of Return:

Second: Procedures of making up for the member's academic load during his/her leave of absence

Details of Lectures the member will not deliver for attending the event:

Day & Date	Name and Number of Course	Lecture time	Recompense Procedure

- Total number of undelivered lectures due to the members attending the event:
- The nominee should arrange it with his/her department to administer tests or undertake any academic tasks during his/her leave of absence.

The following should be attached to this form:

- 1 - The event organizer's letter of invitation to Qatar University.
- 2 - The nomination letter by the nominee's dean.
- 3 - The nominee's CV

Third: The nominee's previous Official Delegations during the same academic year

No.	Name of Event	Date of Event
1		
2		
3		
4		
5		

The nominee's name and signature,

Name:

Signature:

Date:

Fourth: The University of Qatar's Financial Commitments

Air Tickets

Travel Time Allowance

Per Diem Allowance

50% of the Per Diem Allowance

Registration Fees

The incurred cost will be deducted from the Budget of:

Approval:

.....

Dean/Director of the Academic/Non-Academic Unit

In case the Dean/Director of the Academic Unit is the applicant,

Approval:

.....

Vice President and Chief Academic Officer

(A) Measures taken for attending the event:

1. The nomination is made by the college concerned in collaboration with the Vice President and Chief Academic Officer.
2. The nominee is obliged to give a seminar (on his/her return) to brief his/her colleagues on the event's discussions, relevant findings, and positive recommendations.

(B) The financial support the nominee gets from the University [PL-HRM-RET-030]:

1. Air tickets: (*Qatar Airways is to be utilized whenever available*)
 - First class return tickets for President, VP
 - Business class return tickets for Prof, Assoc Prof, Asst Prof & Grades 118-119 (Non-Academic)
 - Economy Class for Lecturer, Teaching Assistant (F or G) & Grades 110-117 (Non-Academic)
2. Travel Time Allowance

Travel Time Allowance*	
Out-of-Qatar	
Duration of Flight	Travel Days off
Flight of 7 hours or less (Return)	Two days (Total)
Flight of more than 7 hours (Return)	Four days (Total)

* The travel time allowance will be paid at the business per diem rate

3. Per Diem Allowance

Travel Outside Qatar	
Flat unaccountable daily allowance for accommodation, meals, transportation and any other expenses*.	
Location	Allowances
Europe, North and South America, Australia, Japan, Korea, Singapore, Malaysia (and all in the vicinity up to the University's discretion)	VPs, Deans, and Directors: QR.3,500 Assoc. Deans, Dept Heads, Grades B-G, and Grades 112-119: QR.2,500
Other countries	VPs, Deans and Directors: QR.3,000 Assoc. Deans, Dept Heads, Grades B-G, and Grades 112-119:QR. 2,000

*Including; phone calls, visa, immunity and health insurance costs, personal expenditure, etc.

4. If the host is providing any of the above three items, the University will provide the nominee with the balance.
5. If the host is providing accommodation, the amount to be paid to the employee would be 50% of the daily allowance for the days covered by the host. The University will provide the fully daily allowance for the other days not exceeding the duration of the business trip.
6. If the host is providing all expenses, the duration of the event is deemed working days.

(C) Mandatory Procedures:

1. The nominee fills up the Business Trip Form and forwards it to the Dean/Director for approval by the concerned parties.
2. Dean/Director notifies the event's organizers of the college/directorate's nomination in writing. The approved form is directed to the Human Resources Department for the encashment of the nominee's entitlements according to the above-cited scheme.
3. The nominee is responsible for making all the travel arrangements (Flight and hotel bookings, issuance of visa); not through the college dean or the University's top administration.
4. The air ticket is to be issued if the event organizers do not provide it.
5. To obtain the relevant per diem, the travel expenses reimbursement request form, properly authorized, must be submitted within two weeks (10 business days) after the individual's return from travel.
6. The total compensation allowance **will be credited (reimbursement)** to the applicant's account in the next monthly salary's due date.