The American University in Cairo
Financial Policies and Procedures

Policy : International Travel
Policy Number : FPP-DISB-007
Date Issued : Active   Effective Date: September 1, 1997
Date Revised : September 1, 2004
Responsible Official : Controller
Approved By : VP Snaith

Definitions
Perdiem  A travel allowance that is defined in terms of location and cost necessary to cover the expected accommodation, feeding, and transportation expenses at destination.

Forms
? Travel Authorization Form
? Perdiem Request Form
? Perdiem Accounting Form

Purpose This policy identifies the rights of University employees while on business travel away from Egypt.

Policy Statement The University is committed to pay to its employees travel allowance at the United Nation’s published perdiem rates, to cover reasonable and necessary expenses incurred while in the performance of approved international travel which have to be authorized and processed in accordance with the University Travel Policy.
Upon the President’s approval, accounting for travel actual expenses is permissible instead of perdiem rates.

Policy Guidelines
Authorization Each employee required to travel in performance of official duties and entitled to reimbursement for expenses incurred shall have prior authorization from the relevant department/unit head and Area Head.
The approval of the Area Head of a settlement of travel advance implies that he or she has satisfied him/herself that the travel have resulted in the expected benefits to the University, and that the travel period is reasonable to participate in the event.

Applying for Travel All travel itinerary, dates, and purpose shall have to be clearly stated on the Travel Authorization Form which must be properly authorized. Forms may be obtained from the University Supply Store.
Certain types of travel (business development, workshops / seminars and conferences) require written justification on the form.

Destination The location for perdiem rate identification purposes is the destination/s where the traveler shall stay. Rates for specific locations are defined by the UN, however, the Category “Others” identifies one rate for cities not listed specifically.

Purchase of tickets The University International Travel Policy requires that all international business travel tickets should be purchased through the University Travel Office. Travel tickets that may be purchased by the employee are reimbursable in the following cases:
1. Home leave and termination travel, the cost of the ticket is decided by the University Travel Office.

2. Appointment travel initiated from point of origin: Appointees traveling to Cairo who do not wish AUC’s NY Office to procure the requisite tickets from them may purchase their own tickets and request reimbursement in Cairo. However, they should ascertain from NY Office prior to purchasing the ticket, the maximum amount reimbursable in Cairo. The maximum amount is determined by the best price obtained by NY Office for a one-way economy ticket from the relevant point of origin to Cairo for the proposed date of travel. Reimbursement will not be effected unless request is made to the Controller’s Office within six months from the date of travel.

When an air ticket is purchased through the University’s Travel Office, the Travel Office enters the relevant amount of the ticket as a Purchase Order (PO) in the University’s financial system. This early booking ensures that the ticket cost is immediately encumbered against the relevant budget line and an up-to-date picture of budget availability can be obtained. The PO entry is liquidated when the covering invoice is received from the airline company or the travel agency, and settled.

Cash Payments in lieu of Tickets

When cash is paid to travelers for certain qualifying types of travel the amount is immediately reflected as an expense in the University financial system.

Per Diem Advances

Per diem advances are made to employees for whom international travel have been authorized, against the submission of a properly completed and approved Per Diem Request Form in accordance with the UN per diem rates, and are booked immediately as encumbrances (see Cash Advances) in the University financial system.

The amount paid remains as advance in the University financial system for which the traveler is responsible until he or she presents a properly authorized Per Diem Accounting Form to the Controller’s Office. Upon the successful checking of that form by the General Accounting section, the amount is posted to the financial system, whereupon the advance is cleared and the amount is booked as an expense.

Where the duration of the trip has differed from that projected at the time of making the advance, a residual due to or from the employee provided that extra days are authorized by the area head.

Per diem amounts are paid in Dollars check payable to the traveler which can be picked up within three working days of submitting the relevant MW by hand from the General Accounting section of the Controller’s Office.

Other trip Expenses

Travelers may claim additional trip expenses over and above the per diem allowed, provided that such expenses are itemized, supported with original documents, and justified on a separate sheet attached to the Per Diem Accounting Form. Examples of such costs are: car rental, long-distance telephone calls, business entertainment, etc.

Supporting Documents for Settlement.

Per Diem Accounting Form must be supported with:

? Ticket stubs for all travel itinerary.

? Original receipts or invoices for other trip expenses.
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Accounting on Actual Basis

Accounting for trip expenses based on actual expenses incurred may be authorized by the President or Area Head. In all such cases the traveler is reimbursed business-related costs incurred and supported by valid original documents. Accounting on actual basis is an exception to the general policy of paying per diem rates.