

## QU Research Travel Policy

### Research Travel for key investigators affiliated with Qatar University requires the following forms:

1. Research Travel Permit Form: This form should be submitted to the Office of Academic Research within a minimum of two weeks and a maximum of two months ahead of the specified travel date;
2. Travel Reimbursement Form: Travel reimbursement could be either through Per Diem Allowance or through submission of original receipts. In any of the above cases, the traveler must submit authentic travel receipts upon his/her return from the trip along with a Travel Reimbursement Form.

#### ● Per Diem allowance:

- In the case of travel for a conference/workshop using grant funds, the HR policy on conference/workshop shall be applied.
- For travel on a scientific mission for research purposes, travelers are reimbursed according to the following Per Diem allowance:
  - I. Per Diem for an External Grant Scientific Mission (Excluding UREP) is set at QAR 2,500 “lump sum with no breakdown” for the first 7 days after which the Per Diem will be reduced to QAR 1,250.
  - II. Any travel exceeding 7 days is subject to OAR approval.
- III. Per Diem for travel on UREP grants is set at QAR 1,500 “lump sum with no breakdown” for QU regular faculty members and students. Per diem for research support team (Post-Doc, Research Assistant, students...etc.) on other external grants is set at QAR 1,500 “lump sum with no breakdown”.

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

- \*Travel for a scientific mission using internal grants funds will be given the standard conference/workshop packages..

#### ● Eligible flight Tickets:

- Non-Stop or connection flights to destination (stopover for more than 24 hours on the way to the destination is not permitted)
- QU faculty member may fly business class; however, ticket reimbursement may be based on submitted original receipt or based on standard Qatar Airways rates as obtained by OAR.
- Research support team (Post-Doc, Research Assistant, students...etc.)

are expected to fly in economy class, unless otherwise approved by OAR.

**Research Travel for Key Investigators or research support team members not affiliated with Qatar University requires the following administrative approval:**

1. Research Travel Permit Form: This form should be submitted within a minimum of two weeks and a maximum of two months ahead of the travel date,
2. Travel Reimbursement Form: Travel reimbursement could be either through Per Diem Allowance or through submission of original receipts. In any of the above cases, the traveler must submit authentic travel receipts upon his/her return from the trip along with a Travel Reimbursement Form.

The Per Diem for non QU employees traveling on research grants is set at QAR 1,500 “lump sum with no breakdown” for the first 7 days of the trip, QAR 750 for the next 7 days of the trip, and QAR 375 for the remaining period.

● **Eligible Air flight Tickets:**

- Non-Stop or connecting flights to destination (stopover for more than 24 hours in the way to the destination is not permitted)
- The authorized travel class is “economy” and written approval from OAR is required for flying business class.

**For Qatari Faculty members traveling on external or internal grants, the HR travel policy for Qatari will be applied. However, *all the expenses of the request travel must be within the allocated budget for the requested trip at the time of travel.***