

Carnegie Mellon University in Qatar Guideline

Business Travel Guidelines –

PURPOSE

1. To provide appropriate support and service for travel related to business purposes.
2. To ensure safety, budgetary compliance, and compliance with CMU established policies.

TERMS & CONDITIONS

1. All business travel is expected to be budgeted.
2. All business travel arrangements are to be arranged through the Qatar department's administrative support staff.
3. Request for Transportation Ticket (see attached form) to be approved by the supervisor and Business Manager (or designee).
4. All international travel under 8 hours will be in economy class.
5. All international travel above 8 hours may be in business class. (exceptions determined by finance manager).
6. Hotel accommodations to Qatar are to be at designated hotels.
7. Hotel accommodations for business travelers to Doha will be arranged and paid directly by Carnegie Mellon University in Qatar; not to be paid by traveler on individual credit cards.
8. Hotel accommodations for travel from Doha should be arranged by the traveler's administrative assistant. Employees will be reimbursed for actual hotel charges. A receipt is required for reimbursement. Carnegie Mellon reimburses travelers for the single occupancy cost of a standard room. Travelers should always select a hotel that is the most economical for their business trips.
9. All other hotel charges (i.e. telephone, laundry, etc.) are the responsibility of the traveler and may be eligible for reimbursement.
10. Alcohol is not reimbursable.
11. Rental cars are to be midsize.
12. Should direct travel time exceed ten hours, a one-night layover is authorized, and the university will reimburse actual and reasonable costs for accommodations and meals.
13. Employee will be responsible for payment of all expenses not paid directly or reimbursed by the University.
14. The Dean will approve any unbudgeted business travel in writing.
15. When traveling with a group from Education City, which is traveling at a higher class, all CMU-Q members will upgrade to the same class.
16. Supervisors of non-exempt staff members should consult with HR consultation regarding overtime implications.

Carnegie Mellon University in Qatar Guideline

PROCESS

1. Traveler obtains approval from manager for business travel.
2. Traveler communicates details of business travel to administrative support person.
3. Support person in Qatar contacts travel agency to obtain travel options, including potential airfares, car rental, hotel, etc. and communicates options to traveler.
4. Traveler selects itinerary (travel options) based on most direct and economic fare available.
5. Support person completes the travel request form and obtains approvals from the traveler's manager and the Business Manager.
6. Support person forwards completed travel request form to the Business Manager.
7. Support person finalizes travel arrangements with Regency Travel and allows agency to issue the ticket.
8. Business manager completes the Qatar departure spreadsheet for forwards to Pittsburgh Finance Office, COO, and HR Director.
9. HR Director forwards travel information to security consultant to obtain travel advisory. Traveler and business manager will be cc'd on the request. Business Manager will serve as back up for HR Director.
10. Security consultant forwards travel advisory to traveler and cc's HR Director and business manager.
11. Business Manager notes on TR when travel advisory has been received.

Budget Constraints

- There are many variables, unknowns, and ever changing costs. Therefore, it is important for department administrative assistants and travel agency to comply with the university travel policy.

Guidelines may be subject to revision by Carnegie Mellon.