



UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY

Official Travel Policy

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1.0 GENERAL POLICY

a. Travel Expense Policy:

The Uganda Technology and Management University's (UTAMU) policy is intended to streamline the payment for all authorized UTAMU business travels by employees and approved non-employees. Therefore all such payments should be fair to both the traveler and the UTAMU. All persons traveling on UTAMU business are responsible for complying with this University travel policy and should apply the same care like the one on personal expenses for travel. All expenses should be submitted in a timely manner and not later than 30 working days after the completion of travel. All expenses not accounted for in the given time will be returned to the University immediately or further action taken by the University to claim back its funds.

b. Approval Authority:

The Vice Chancellor shall approve travels for all members of UTAMU management, Professors, Deputy Deans, Deputy Directors and all staff in administration at the rank of Manager and above.

Deans shall approve travels of all academic staff under their units with exceptional of travels for their Deputies and Professors who will need approval from a higher authority.

Travels of all the other non academic staff shall be approved by the person responsible for Human Resources in the University and these powers shall be delegated to this person in writing by the Vice Chancellor.

Travel expenses are payable only when all required approvals are obtained before incurring the expense. University employees and approved non-employees may not authorize travel or approve expense payments for themselves.

No approval for travel shall be endorsed without any supporting documents attached to the filled in travel form. The travel form will be filled in and endorsed by the respective mandated personnel.

c. Applicability:

This policy applies to employees and non-employees traveling on authorized UTAMU business, and to all travel expenses reimbursed by UTAMU regardless of the source of funds. Before any new authorization can be made, full proof of accountability for the previous travel should be made and endorsed by the appropriate persons who authorized the previous travel. Any one who fails to account for the previous travel will be required to reimburse all funds remitted to them in less than 30 working days.

d. Economically Viable Transport :

In order for UTAMU to consider funding any employees and non-employees for any travel, the traveler must use the most economical mode of transportation available that suits their authorized purpose of the trip. All local travels shall use the road, water and rail method of transport and foreign travels shall use air method of transport. This includes charges of not more than the rate for the most direct and usually traveled route and measuring such costs as subsistence and lost work time in addition to actual transportation costs. A more expensive means of transportation may be used if the traveler tops up the incremental funds. Proof of travel in form of receipts and boarding passes should be kept and produced during accountability. If proved that the transport used was not the most viable one economically, then only the computed economically viable funds will be offered.

e. Group Travel:

Any UTAMU travel that involves a group of employees travelling for the same function using the same means of transport is limited to 5 people only. The reason for this is to discourage a temporary shut down of UTAMU in respect of an accident that could seriously affect the functioning of University activities.

f. Fundable Projects:

For any travel that is sponsored through an existing fundable project, the terms of the project shall take precedence. Always projects have budgets and all funds have to be spent in line with the approved project budget. Therefore, the travel expenditure will entirely depend on what was budgeted as passed by the funding body. Where the project budget does not clearly stipulate on how funding for travel should be made, then UTAMU Travel policy will be used to cost for the travel.

g. Unit Guidelines:

Units within the UTAMU with a budget line, may impose more restrictive guidelines for budgetary or control reasons. Every year, there will be a budget line specifically meant for travel in each unit and therefore the head of the unit should make sure that it is not surpassed.

h. Travel Agency:

UTAMU shall from time to time decide on at most two travel agencies to be used for organizing its travels. Air tickets of three flight carriers will be presented and the most economically viable one will be selected. The travel agency will have negotiated contracts to provide services for UTAMU employees through the procurement unit. All payments will be made directly to the travel agency after the completion of the travel.

2.0 INTERNATIONAL TRAVEL

It is the policy of Uganda Technology and Management University (UTAMU) that for any approved official travel abroad a member of staff of UTAMU shall have accommodation that includes only bed and breakfast met by UTAMU in cases where it has not been met by the host institution (s). In addition daily subsistence allowance shall be paid by UTAMU as per the following rates:

Category of Staff	Subsistence per day / US\$
Vice Chancellor	100
Deputy Vice Chancellor	80
Director/ Dean/ Any other member of University Management	70
Head of Academic Department/ Professors	60
Other staff	50

The category of the hotel shall be in accordance with the rank. A Vice Chancellor and Deputy Vice Chancellor shall be booked in an at least a three star hotel subject to rate per night and availability. Deans, Directors, other members of University Management, Heads of Academic Departments and Professors shall be booked in utmost a three star hotel subject to the rate per night and availability. Other staff shall be booked in utmost two star hotels subject to the rate per night and availability.

a. Air ticket

The member of staff shall use the most direct and affordable route. The Vice Chancellor and Deputy Vice Chancellor will travel in business class. All other staff shall travel in economy class.

b. Inland travel

Within Africa inland travel allowance of US\$ 100 shall be advanced and outside Africa inland travel allowance of US\$200 shall be advanced.

c. Accountability for travel funds

Accommodation shall be accounted by providing a receipt from the hotel or other accommodation facility for the days spent at the hotel or at the accommodation facility.

Subsistence allowance shall be accounted for by providing air ticket coupons. Inland travel allowance shall be accounted by way of receipts. Full accountability shall be made within 2 weeks after the last day of the trip in question.

d. Out of Pocket allowance

Members of staff, who will receive full funding from an external organization other than UTAMU, will be offered out of pocket allowance per day for the entire authorized trip period. The following rates will be used when offering out of pocket allowance.

Category of Staff	Out of Pocket per day / US\$
Vice Chancellor / Deputy Vice Chancellor	50
Director/ Dean/ Any other member of University Management	40
Other staff	30

3.0 DOMESTIC TRAVEL

It is the policy of UTAMU that for approved official travel in country, a member of staff of UTAMU shall have accommodation that includes only bed and breakfast met by UTAMU in cases where it has not been met by the host institution(s). The booking of the hotel shall be the responsibility of UTAMU staff that are charged with such responsibilities and they will book a hotel commensurate with the rank and status of the member of staff of UTAMU.

In addition daily subsistence allowance shall be paid by UTAMU as per the following rates:

Category of Staff	Subsistence per day / UGX
Vice Chancellor	60,000
Deputy Vice Chancellor	55,000
Director/ Dean/ Any other member of University Management	50,000
Head of Academic Department/ Professors	45,000
Other staff excluding support staff	40,000
Drivers and other support staff	20,000

UTAMU will also meet the domestic expenses at a standard rate per mile or a UTAMU full card will be utilized for fueling the UTAMU vehicle or personal automobile. However the most direct route will be recommended in case a private automobile has been used. A standard mileage allowance may be provided on the use of a private automobile and will be computed based on expenses such as fuel and lubrication, towing charges, physical damage to the automobile, repairs, parking tickets, replacements, tires, depreciation, insurance, etc. However, any traffic tickets issued, they have to be paid by the traveler.

On certain occasions, UTAMU may rent a car for its employee domestic travel through its travel agency. The travel agency will be required to provide several alternatives from which the procurement unit in collaboration with the traveler select one to use.

4.0 NON REIMBURSABLE ITEMS

All UTAMU travelers should make known to themselves on what items are considered personal expenses and NOT reimbursable by the University. UTAMU has developed a list of what it considers as non reimbursable expenses.

UTAMU travelers will not be reimbursed for the following miscellaneous expenses:

- Airline club membership dues
- Air phone usage
- Alcoholic beverages of any kind
- Annual fees for personal credit cards
- Baby-sitting or pet care services
- Barbers and hair salons
- Clothing or toiletry items
- Club memberships for business, pleasure or recreation
- Health club fees
- Expenses related to personal vacations or personal days taken before, during or after a business trip
- Items confiscated by airport security
- Frequent flyer upgrades¹¹
- Laundry charges
- Loss or theft of airline/rail/bus tickets or any personal funds or property
- Medical expenses while traveling
- Mini-bar items
- In-room or in-flight movies or game rentals/on-demand orders
- "No-Show" charges for hotels or any other reservations
- Optional travel or baggage insurance
- Traffic violations
- Personal entertainment, reading materials or telephone calls
- Rental car upgrades to premium and luxury

- Souvenirs/personal gifts or evening wear rentals
- Travel costs of an employee's spouse or dependents
- In general, gifts and gift certificates are not reimbursable