
MEMORANDUM

TO: DR. WYATT R. HUME, THE PROVOST
FROM: DR. NAFEZ ALYAN, THE CFO
SUBJECT: AMENDMENT TO THE UAE UNIVERSITY FINANCIAL POLICY AND PROCEDURE #4.3.4
DATE: 12/10/2009



We recommend that:

- the following two points will be added to the Financial Policy and Procedure # 4.3.4
- the amendment is to be effective retroactively as of the date of approving the new Policies and Procedures

4) For Domestic Travel, the eligible UAE University Employee has the option to either receive the per diem allowance or to have the full lodging expenses paid by the University, provided that the reservation is done directly through the University.

5) For international travel, if the UAE University employee is invited by a third party that is partially covering the cost, then the employee is entitled to receive 50% of the specified eligible allowance.

For your kind approval,

Approved
Wyatt R. Hume
Provost
10.12.09

