



UNITED ARAB EMIRATES UNIVERSITY

Section: ADM-FIN

Policy Number: 10

Date Approved: 5 September 2004

Effective Date: 5 September 2004

Date Last Revised: 5 September 2004

Responsible Office: Secretary General

Chancellor Decree Number: 128/2004

International Business Travel

I. Policy

International travel is required from time to time to carry out the business of the United Arab Emirates University.

International travel for business purposes is governed by this policy. (This policy does not govern travel for professional development, including research purposes.)

Forms and procedures necessary to implement this policy are available in the Office of the Secretary General.

II. Application

This policy shall apply to all employees of the United Arab Emirates University.

III. Related Policies

ADM-FIN-03	Accounting System and Processing Accounting Transactions
ADM-FIN-11	Reimbursement of Travel, Meeting and Other Expenses
ADM-FIN-12	Advance Payments

IV. Revision History

Date	Revision