



UNITED ARAB EMIRATES UNIVERSITY

Section: HR-ALL

Policy Number: 08

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

Travel Air Tickets

I. Policy

The United Arab Emirates University shall provide, as stated in the employment contract or offer letter, economy travel tickets, or other, for employee, spouse and a maximum of three dependent children upon commencement of employment and at the end of the contract in the United Arab Emirates and for each contract year from the United Arab Emirates to and from the employee's country of residence for each year of service subject to the employee's terms and conditions of employment. At the discretion of the University, a cash amount may be paid in lieu of tickets equivalent to the cost to the University of purchasing the tickets. Employees may choose to travel or not, as they wish.

The country of residence shall be specified in the contract of employment and shall be determined by the passport on which the employee's United Arab Emirates resident visa is stamped, except where the employee can demonstrate that his/her normal place of residence is a country other than the country which issued his/her passport.

Dependent children are children who are less than eighteen years of age or are children who are between 18 and 23 years of age and are continuing their studies on a full-time basis until the end of the first university stage or its equivalent.

II. Application

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

III. Related Policies

HR-ALL-02 Employment

IV. Administration

Questions concerning the interpretation and administration of this policy are to be directed to the Director, Human Resources.

V. Revision History

Date	Revision