



UNITED ARAB EMIRATES UNIVERSITY

Section: ADM-CAM

Policy Number: 05

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

Business Transportation Central Services (Inter- and Intra-City)

I. Policy

The United Arab Emirates University provides inter- and intra-city business transportation central services to meet the needs of faculty and staff to process and finalize business transactions of the University in Al Ain and in cities across the United Arab Emirates.

Business transportation services are administered centrally by the Director of General Services to ensure optimum use of University vehicles and to avoid wasting University resources.

This policy governs only occasional business transportation requests by University units, as well as similar business transportation needs that can be managed centrally, including University mail delivery and distribution. Requests for such travel services must be scheduled through the General Services Department.

Transportation needs of the Student Catering Department and the Campus Development Department, as well as unscheduled (emergency) transportation requests, are not governed by this policy.

II. Application

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

III. Related Policies

IV. Revision History

Date	Revision