



# LUMS

A Not-for-Profit University

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## LUMS Travel Policy

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<b>Approval Authority</b>	Board of Trustees

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Policy Approvals

Name	Designations	Signature	Date
Dr. Prof. Syed Sohail Hussain Naqvi	Vice Chancellor		30/10/2017
Nabiba Shahmanay	Chief Operating Officer		14/10/2017
Iffat Chaudhry	Policy Governance Office		14/10/17
Adnan Wahid	Assistant Manager HR		14/10/17
Human Resources Committee	38th Meeting		12/06/2018
Finance Committee	58th Meeting		29/08/2018
Management Committee	159th Meeting		30/03/2019

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HR	01	2. Scope: Designation Revisions 3.1.1 General Guidelines – Point 3, 11 3.3.1 General Guidelines – Point 2 emitted 3.4.3 Additional Guidelines – Point 8 General corrections in titles and phrases throughout the document	January 01, 2022

Change Approvals

Name	Signature	Date
Director HR		December 29, 2021
Director GAS		December 29, 2021

## 1. Purpose of Policy

The purpose of this policy is to

- Lay the ground rules for an efficient Official/Business travel.
- Assure that travel expenses charged to sponsored projects conforms to the regulations and restrictions placed on the use of funds by the sponsor
- Enable departments to control the Local/International travel expenditure of their respective budgets

## 2. Scope of Policy

This policy is applicable to all employees of LUMS. Employees have been divided in the following four (4) categories:

Category	Designation
1	Vice Chancellor
2	Provosts Deans Associate Deans Department Chairs Professors Associate Professors Assistant Professors Adjunct Faculty Directors Senior Managers/Managers HODs/Acting HODs
3	Deputy Managers Assistant Managers Teaching Fellows Senior Officers Officers Assistant Officers Project Researchers Teaching Assistants Research Assistants
4	Custodian

### 3. Policy Statement

This policy is applicable for official travel only; however, private travel can be combined with official travel. All expenses relating to the private travel shall be charged to the personal account of the employee.

#### 3.1 Mode of Travel

##### 3.1.1 General Guidelines

- Employees are encouraged to use the travel desk facility for travel arrangements.
- All travel expenses borne by LUMS would be for official purpose(s) only. If employees find alternative arrangements at a lower cost, they may present the comparative quotes to their respective Head of Department for approval.
- In case of domestic travel and international travel, the approval for Dean/faculty/staff shall be given by the Vice Chancellor, Dean or Head of Department respectively. The mode of travel, economically most appropriate, shall be selected. For local travel within the city, Dean and Head of Departments are not required to seek approval from the Vice Chancellor.
- In case of domestic travel, if an employee opts to travel by road in his/her own car or bike, fuel expenses will be reimbursed to him/her at the rate mentioned in Annexure-1 against submission of actual bills/invoices.
- Tickets should be procured through LUMS. Reimbursements are strongly discouraged as it will create potential tax liabilities for the employee concerned.
- For international travel, if the employee does not have a passport and visa and he is intended to travel on behalf of LUMS, then it will be the responsibility of the employee to arrange for a passport and the required visa. However, LUMS shall reimburse the visa fee on submission of relevant supporting documents. Further, it will be the responsibility of the employee to ensure that he holds a valid passport and LUMS shall not be responsible for any irregularities identified in the passport of the employee.
- The LUMS Travel Desk shall provide one window facilitation to all LUMS employees travelling locally or abroad.
- The LUMS Travel Desk shall provide two (2) options to employees for foreign travel, devising the most efficient and economical (direct/indirect) route.
- Where two or more individual employees are travelling together on LUMS business, the vehicle expenses (mileage and related) shall be reimbursed to the owner of the vehicle for the use of the car, other employees travelling along with the owner will not be reimbursed for the vehicle expenses.
- For category 4, special permission will be obtained from the respective Dean/Head of Department in case of domestic and international travel.
- Where an employee chooses to travel by A/C bus, he will be reimbursed on actual.

### 3.1.2 Travel Entitlement

All travel, entitlement limits are mentioned in the Annexure-1 and shall be revised annually in June.

## 3.2 Accommodation Entitlement

### 3.2.1 General Guidelines

- Accommodation arrangements will be made by the respective Departments but it shall be the most economical deal not exceeding the accommodation entitlement limit mentioned in Annexure 1.
- When hotel stay is 'Bill to Company', it means that the hotel will send the bill directly to LUMS. Hotels are instructed to send only the accommodation per night bill. Food and miscellaneous bills will be accommodated through the daily allowance.
- If a group of individuals is travelling as a team, all members will be required to stay at the same place, for the objective of efficient resource utilisation and management of travel expenses. Wherever possible and appropriate, they will be advised to utilise the option of twin accommodation.
- In case the stay is arranged at the employee's own expense, 35% of the entitlement of the lowest applicable rates within the respective entitlement shall be admissible to all categories.
- Where two employees of different entitlement levels are travelling for the same business event, the lower level employee may be allowed for entitlements applicable to the higher level employee but subject to the approval of his/her HOD. However, in case where more than two employees are travelling, they shall travel as per their entitlements.
- It is the responsibility of the employees to ensure that they have the required vaccination while travelling abroad on official LUMS business. (The World Health Organization provides information on medical requirements of each country.) LUMS shall reimburse the cost of vaccinations to its employees on the receipts of the relevant documents.
- LUMS shall not reimburse the cost of baggage/items lost during travel. All LUMS employees are advised to look after their belongings while travelling on official business.

### 3.2.2 Hotel Entitlement

All hotel entitlement limits are mentioned in Annexure-1 and shall be revised annually in June.

### 3.3 Daily Allowance Entitlement

The Daily Allowance covers meals, laundry, ironing and other incidental expenses. Its entitlement limits are mentioned in Annexure-1 and shall be revised annually in June.

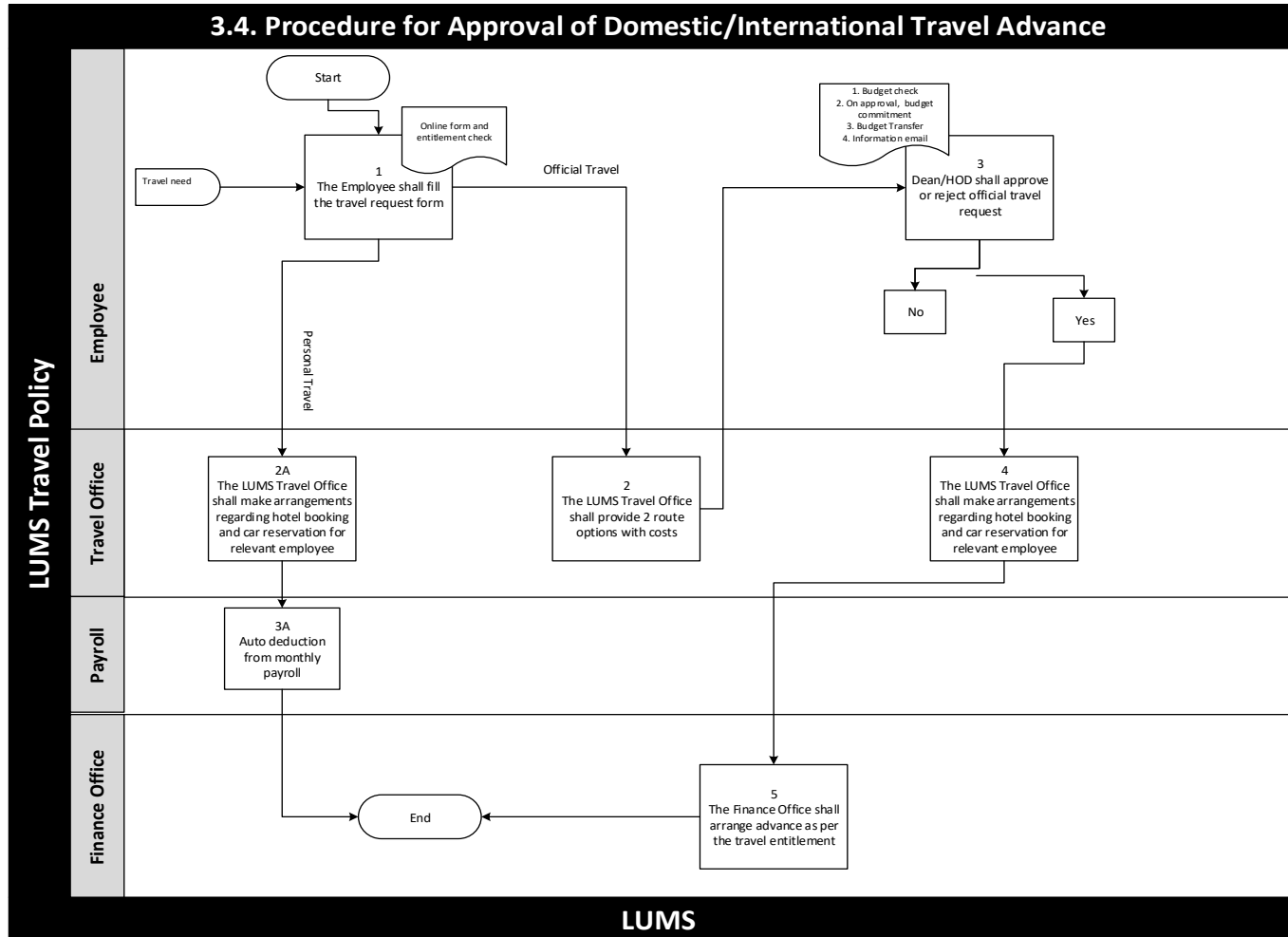
#### 3.3.1 General Guidelines

- The employee may or may not take the daily allowance as an advance. No receipts will be required within the entitled limit.
- Toll taxes paid during domestic travel while using personal transport shall be reimbursed on submission of actual slips.
- Only two telephone calls, of three minutes each made to by the employee, during the entire period of the visit will be reimbursed after approval by the authorised supervisor.

### 3.4 Approval Procedure

#### 3.4.1 Domestic/International Travel Advance

##### Process Map





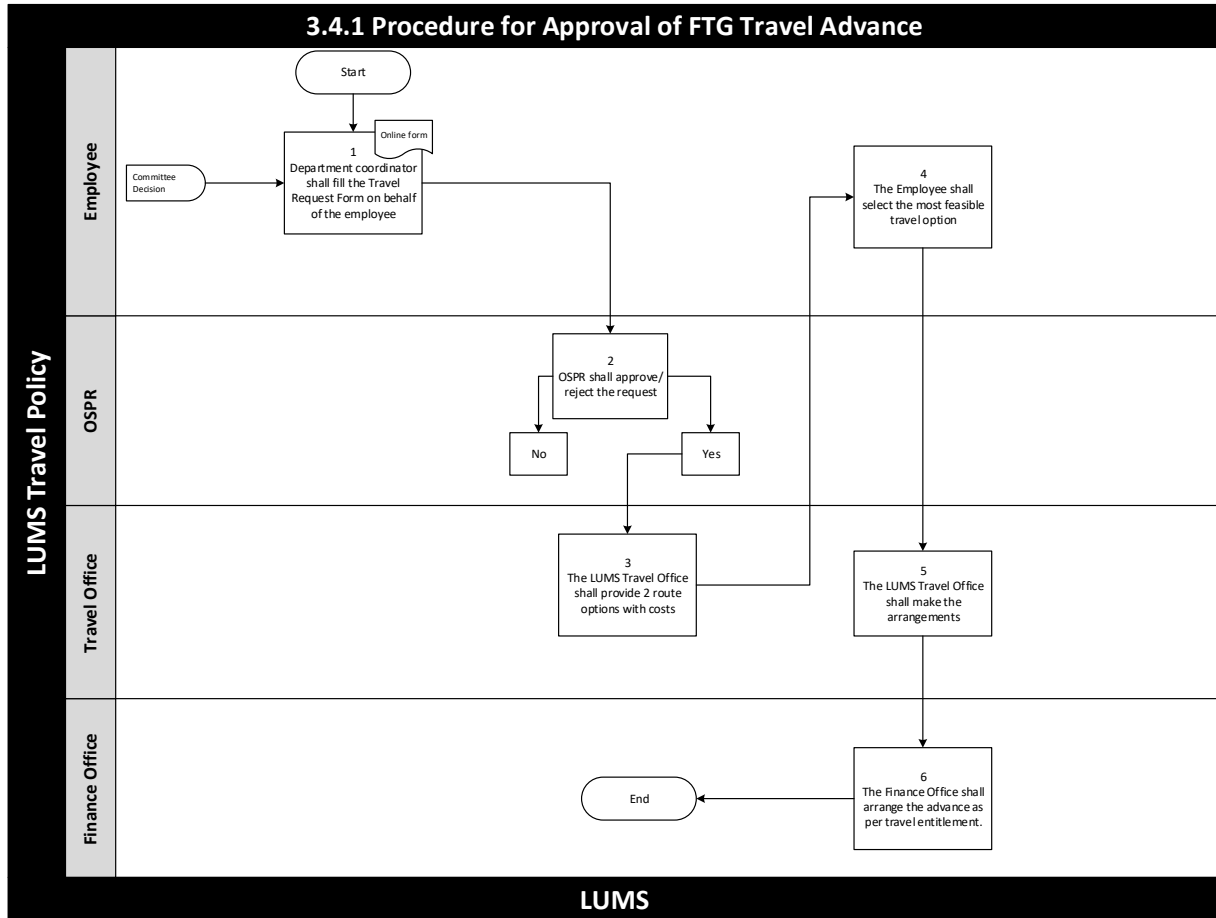
**Process Narrative for Official Travel**

Sr. No.	Responsibility	Procedure/Activity	Output
1	Employee	The Employee shall fill the online Travel Form at least three (3) working days before the actual travel in case of domestic, and at least fifteen (15) working days before in case of international travel.	Online Form is filled
2	Travel Office	The online Travel Form shall be routed to the Travel Desk Officer for arranging at least two (2) travel options with quotes. The system will forward the options to the respective HOD/Dean for approval	Route options arrangement/approval request
3	Employee	The HOD/Dean shall review the request form and either approve or reject it. On approval, the budget shall be committed automatically by the system. In case of a budget shortfall, the email shall be sent to the Finance Office for budget shift from one head to another/ one department to another.	HOD Approval/ PR Generations/ Budget shift
4	Travel Office	The Travel Desk Officer shall make the arrangements/reservations accordingly.	Travel arrangements are made
5	Finance Office	The Finance department after reviewing shall approve the request and payment of advance to the relevant employee shall be made as follows: <ul style="list-style-type: none"> <li>- Payments up to PKR 10,000</li> <li>- Payments more than RKR 10,000 through cheque</li> <li>- Payments in Dollars</li> </ul>	Advance Payment is made

**Process Narrative for Personal Travel**

Sr. No.	Responsibility	Procedure/Activity	Output
1	Employee	The employee shall fill the online Travel Form at least three (3) working days before actual travel in case of domestic, and at least fifteen (15) working days before in case of international travel.	Online Form is filled
2	Travel Office	The online Travel Form shall be routed to the Travel Desk Officer for arranging quotes as per request.	Route options arrangement/ approval request
3	Employee	The employee shall review and finalise the quote	Quote is finalised
4	Travel Office	The Travel Desk Officer shall make the arrangements/reservations accordingly, and intimate the payroll/finance Office for salary deduction through the online system.	Travel arrangements are made
5	Payroll	The deduction shall be made by the Payroll, HR	Salary deduction is Made

### 3.4.2 FTG Travel Advance



**Process Narrative**

Sr. No.	Responsibility	Procedure/Activity	Output
1.	Committee Decision	The Committee shall review and approve the Travel Research Proposals submitted by the Faculty	Approval from the Committee
2.	School Coordinator	The respective school coordinator will fill the online Travel Request Form on behalf of the employee (who has been granted Faculty Travel Grant)	The online Travel Request Form filled and submitted
3.	Office of Research	Office of Research shall review and approve the online request on which the system will automatically raise and approve the Purchase Requisition for travel	PR raised for travel request approval
4.	Travel Desk	The online form shall be routed to the Travel Desk Officer for arranging quotes as per request.	Route options arranged/approval is requested
5.	Employee	The employee shall review and finalise the quote	Quote is finalised
6.	Travel Office	The Travel Desk Officer shall make the arrangements/reservations accordingly, and intimate the payroll/finance Office for salary deduction through the online system.	Travel arrangements are made
7.	Finance Office	The Finance Officer shall process the advance payment	Advance will be made to the employee

**3.4.3 Additional Guidelines**

- The relevant HOD will be responsible for ensuring that the employee is availing travelling privileges in accordance with his entitled limits and will approve the Online Travel Request only after verification.
- All travel costs and cash advances made by the University in the first instance will be charged to the personal account of the employee and recognised as an advance against travel. These advances will be adjusted after receipt of Travel Advance Adjustment/Claim Request with supporting documents.
- An employee can take 100% advance against Daily Allowance for both local and international travel. Stay expenses other than ‘Bill to Company’ may be taken in advance. Local commutation advance may also be taken. On return, the employee shall be required to get the advance

adjusted or claim the reimbursement by filling out an automated Travel Advance Adjustment/Claim Request.

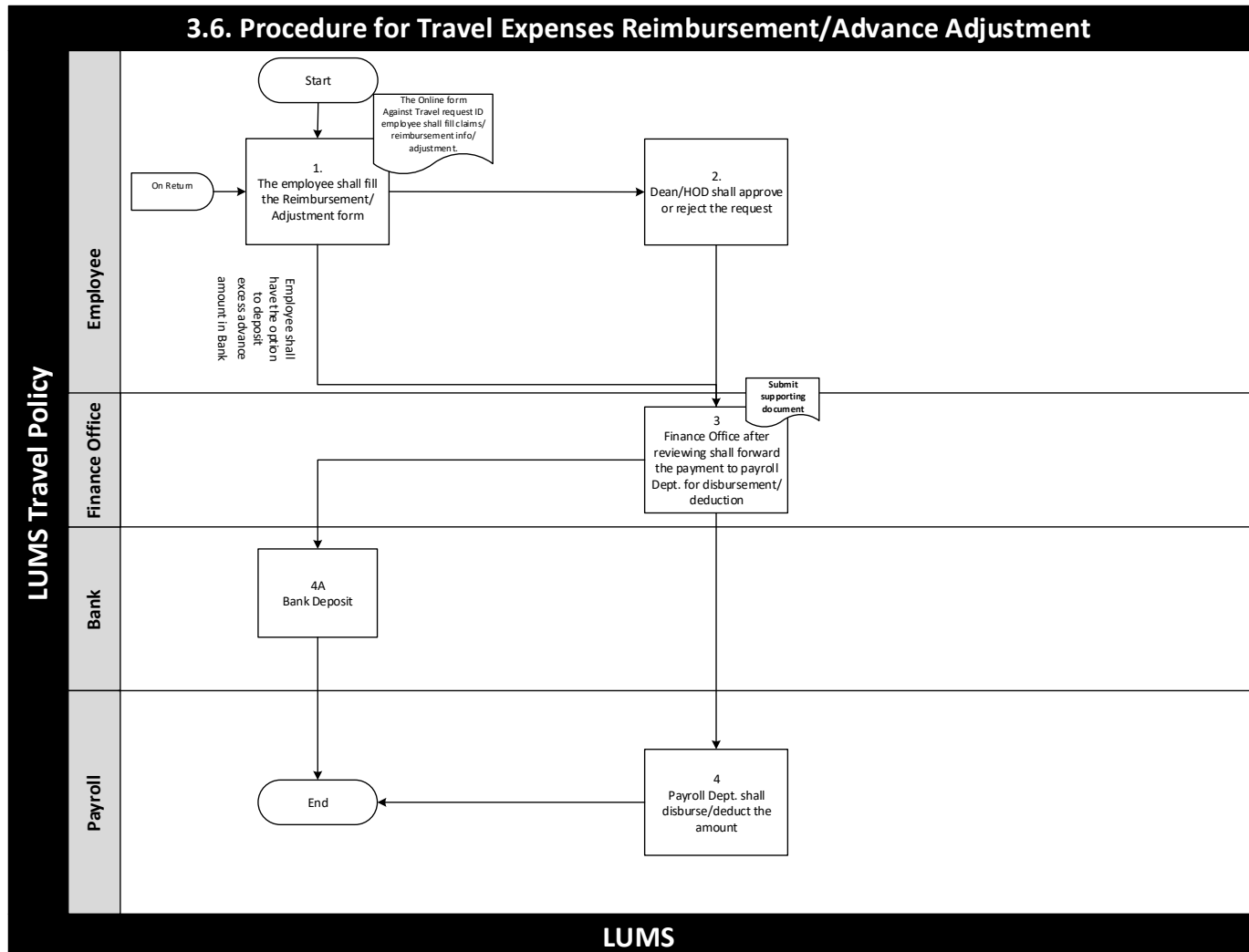
- The Travel Office after receiving the online travel request will be responsible for making reservations and bookings in accordance with the entitlement and other details provided by the employee and will finally hand over the relevant documents to the employee.
- All travel arrangements for the employee will be made by the Travel Office of the University to take advantage of the corporate discounts available to the University and to ensure a safe trip for the employee. The travel status will be confirmed by the Travel Office before issuance of tickets and other reservations.
- After issuance of tickets and confirmation of arrangements, payment of cancellation charges will be the responsibility of the employee unless the tour is cancelled or postponed by the University.
- In case of default in submitting Travel Adjustment/Claim Request and/or supporting documents within the specified time period (10 days after returning to LUMS in case of domestic/international travel), the amount of advances paid by the University will be adjusted from the monthly salary.
- In case an approval from the Head of Department is required by the employee for any matter and s/he is not available, the employee shall obtain an approval from the acting HOD.

### 3.5 Local Commutation during Domestic/International Travel

- Pick and drop service from the destination in Lahore will be available for all employees. If the service is not provided, they will be entitled to claim reimbursement of expenses.
- Employees will be advised to utilise the hotel's pick and drop service in the visiting city if it's the most economical mode of transport.
- In case a pick and drop service is not provided or the daily schedule is such that the pick and drop service cannot be used, rental car facility/cab service/bus/tram may be used.
- In special circumstances and for international travel, an employee may use rental car/public transport as per entitlement and will be reimbursed against actual bills.
- For all categories, rental cars/public transport will be used from the Travel Desk.
- Any personal use of the transportation service will not be reimbursed.
- Door-to-Door Cab Service will be available for Secretaries to Office Coordinators and Custodian Staff but will require prior approval of the Head of Department.
- Employees will be reimbursed for local commutation expenses on providing proper proof of commutation. Further, this allowance will be applicable for official commutation only. If there will be more than one employee at the vicinity; they are required to pool in for commutation.

### 3.6 Procedure for Travel Expenses Reimbursement/Advance Adjustment

#### Process Map



**Process Narrative**

Sr. No.	Responsibility	Procedure/Activity	Output
1	Employee	The employee shall fill the online Travel Advance Reimbursement and Adjustment Form and the system shall forward it to his/her HOD/Dean for approval.	Travel Advance Claim Form is filled
2	HOD/Dean	HOD/Dean, before giving approval shall review the Form. The system shall forward the approved form to the Manager, Finance Office	Form reviewed/approved or rejected and form forwarded to the Finance Office
3	Finance Office	Manager, Finance Office, after necessary verification of the expenses, shall forward the request to the Payroll Department for reimbursement or deduction.	Review of form along with supporting documents
4	Payroll	Payroll Office shall disburse/deduct the amount	Payment /deductions made

The relevant supervisor of the employee will be responsible for:

- Verifying that the expenses incurred are duly supported by the vouchers
- Checking that rates claimed are proper and reasonable and are in accordance with entitled limits
- Advance taken has been accounted for.

**3.7 Spouse and Dependent Travel**

- All LUMS employees shall notify their HOD/Dean prior to travel when the spouse/dependents will be accompanying them on official travel.
- LUMS employees shall ensure that when accompanied by the spouse and/or dependents, the business of LUMS will not be compromised. LUMS shall not fund any cost incurred for an accompanying spouse and/or dependent.
- Personal travel expense will be charged to salary and routed through LUMS, only if travel is planned through the LUMS Online Travel Request process.

### 3.8 Sponsor Funded Travel

In case any employee of LUMS is going on a sponsored trip, then the limits prescribed by the sponsor shall override the rules in this policy to the extent of the scope of the limits of the sponsor.

## 4. Waiver of Policy

The Board of Trustees or Vice Chancellor may waive a part or whole of the policy subject to any conditions or restrictions as they may deem fit and appropriate.

## 5. Exemption and Revisions

The University, its officers, or any other person or entity associated with them shall have no liability whatsoever for any losses, damages, claims, legal costs, or other expenses that a person may suffer or incur, whether directly or indirectly (including any loss of profit or damage to reputation) by reason of any proceedings instituted or measures taken pursuant to these procedures.

The provisions of this Policy may be revised or amended by the University from time to time in its sole and absolute discretion provided that any such revision or amendment in the Policy shall not apply to any proceedings that have commenced or affect the validity of any decision made, action taken, direction given, proceedings taken, instrument executed, penalty or punishment imposed or anything done lawfully and conclusively prior to the said revision or amendment.

## 6. Roles and Responsibilities of Policy Implementation

Human Resources will be responsible for the implementation of this policy. However, the roles and responsibilities with respect to the personnel involved in application of domestic/international travel are identified in **Section 3.4** and with respect to the personnel involved in payment of the travel advance to employees are identified in **Section 3.6**.

## 7. Title of Position with Maintenance Responsibility

The Travel Representative in GAS will be responsible for maintenance of the policy. Human Resources will be responsible for the periodic review of the policy and approval of any subsequent modifications to the said policy.

## 8. Non-Compliance with Policy

The disciplinary process of the University shall be initiated in case non-compliance of policies and procedures is identified.



## 9. Related Systems/Policies

- Entertainment Policy (LUMS/HR/18/00/15)
- Online Travel Request
- Travel Advance Adjustment/Claim Request

## 10. Distribution and Physical Security

Access to these policies and procedures on the intranet portal shall be restricted and access shall be provided by Head of HR through the LUMS Access Management Process. For further information, refer to the Access Management Policies and Procedures. However, in case a hard copy is required, printing rights shall be granted to the respective stakeholder as part of the standard Access Management Process. The system shall track the number of hard copies printed against each Login ID and shall maintain a log as well.

Where there is a change in responsibility of an employee, the copy/access that the employee has of the policy document should be handed over to the new employee and this action shall be documented in the previous employee's handing over notes. When an employee leaves the employment of LUMS, the copy of/access to policy document should be returned to/revoked by the Head of Department/IST prior to his departure.

## 11. Contacts

Contact	Designation	Phone
Adeel Ahmad	Sr. Officer –Gen. Administration	2522

## 12. Annexure-1 (Entitlements & Rates)

Sr. #	Designation Description	Domestic Travel Limits								International Travel Limits					
		By Air	By Train	By Road	Room Rent Limits Per Day (PKR)	Daily (Per Day) Allowance (PKR)	Local Commutation			By Air	Hotel			Daily (Per Day) Allowance (\$)	Local Commutation Per Day (\$)
							Personal Bike (PKR/km)	Personal Car (PKR/km)	Car Arrangement Limits other than LUMS Travel Desk (PKR)		Room Rent Limits Per Day (\$)	Room Rent Limits Per Day (\$)	Room Rent Limits Per Day (\$)		
											For USA & Canada	For UK/Europe	For all other Regions		
1	Vice Chancellor	Business Class	A/C Sleeper	Own Car/ Rent a Car/ AC Bus	30,000/-	5,000/-	15/-	25/-	1,200/-	Business Class	250/-	300/-	250/-	100/-	35/-
2	Provosts Deans Associate Deans Department Chairs Professors Associate Professors Assistant Professors Adjunct Faculty Directors HODs / Acting HODs Senior Managers Managers	Economy Class	A/C Sleeper	Own Car/ Rent a Car/ AC Bus	30,000/-	5,000/-	15/-	25/-	1,200/-	Economy Class	250/-	300/-	250/-	100/-	35/-
3	Deputy Managers Assistant Managers Lecturers Teaching Fellows Senior Officers Officers Assistant Officers Project Researchers Teaching Assistants Research Assistants	Economy Class	A/C Sleeper	Own Car/ Rent a Car/ AC Bus	15,000/-	3,500/-	15/-	25/-	1,200/-	Economy Class	200/-	200/-	200/-	70/-	35/-
4	Custodian	Economy Class	A/C Sleeper	Own Car/ Rent a Car/ AC Bus	3,000/-	2,000/-	15/-	25/-	1,200/-	Economy Class	200/-	200/-	150/-	50/-	35/-