Lahore University of Management Sciences

LUMS Travel Policy

Policy Number: LUMS/HR/19/00/15

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Effective Date: March 31, 2019
Version Number: 00
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Next Review Date: -
Policy Owner: Head of Department, Human Resources
Approval Authority: Board of Trustees
Signature:
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Approvals

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<tr>
<th>Name</th>
<th>Designations</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Prof. Syed Shabir Hussain Naequi</td>
<td>Vice Chancellor</td>
<td></td>
<td>30/10/2019</td>
</tr>
<tr>
<td>Nabila Shahbaz</td>
<td>Chief Operating Officer</td>
<td></td>
<td>14/10/2017</td>
</tr>
<tr>
<td>Ifsat Chaudhry</td>
<td>Policy Governance Office</td>
<td></td>
<td>14/10/2017</td>
</tr>
<tr>
<td>Adnan Wahid</td>
<td>Assistant Manager HR</td>
<td></td>
<td>14/10/17</td>
</tr>
<tr>
<td>Human Resource Committee</td>
<td>38th Meeting</td>
<td></td>
<td>13/06/2018</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>58th Meeting</td>
<td></td>
<td>29/08/2018</td>
</tr>
<tr>
<td>Management Committee</td>
<td>154th Meeting</td>
<td></td>
<td>30/03/2019</td>
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</table>
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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VC</td>
</tr>
</tbody>
</table>
| 2        | Chief Operating Officer  
Deans  
Associate Deans  
Department Chairs  
Professors  
Associate Professors  
Assistant Professors  
Directors/Senior Managers/Managers  
HOD/Acting HOD |
| 3        | Deputy Managers  
Assistant Managers  
Lecturers  
Teaching Fellows  
Project Researchers  
Teaching Assistants  
Research Assistants |
| 4        | Administrative  
Staff Support Staff  
Senior Officer  
Officer |
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.
- 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 but subject to limit of Daewoo Bus Fare (for the specific route).
3.1.2 Travel Entitlement

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

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 September.

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 September.
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.
- In case of domestic travel if total travel duration:
  - is less than 6 hours, no daily allowance shall be admissible;
  - if it is more than 6 hours but less than 12 hours, 50% of the daily allowance shall be admissible;
  - If it is 12 hours or more, full daily allowance shall be admissible.
- 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

3.4. Procedure for Approval of Domestic/International Travel Advance

1. The Employee shall fill the travel request form

2. The LUMS Travel Office shall make arrangements regarding hotel booking and car reservation for relevant employee

3. Dean/HOD shall approve or reject official travel request

3A. The LUMS Travel Office shall make arrangements regarding hotel booking and car reservation for relevant employee

4. The LUMS Travel Office shall provide 2 route options with costs

5. The Finance Office shall arrange advance as per the travel entitlement

3A. Auto deduction from monthly payroll

End
## Process Narrative for Official Travel

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Responsibility</th>
<th>Procedure/Activity</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee</td>
<td>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.</td>
<td>Online Form is filled</td>
</tr>
<tr>
<td>2</td>
<td>Travel Office</td>
<td>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</td>
<td>Route options arrangement/approval request</td>
</tr>
<tr>
<td>3</td>
<td>Employee</td>
<td>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.</td>
<td>HOD Approval/ PR Generations/ Budget shift</td>
</tr>
<tr>
<td>4</td>
<td>Travel Office</td>
<td>The Travel Desk Officer shall make the arrangements/reservations accordingly.</td>
<td>Travel arrangements are made</td>
</tr>
<tr>
<td>5</td>
<td>Finance Office</td>
<td>The Manager, Finance after reviewing shall approve the request and payment of advance to the relevant employee shall be made as follows:</td>
<td>Advance Payment is made</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Payments up to PKR 10,000 by Assistant Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Payments more than PKR 10,000 through cheque by Senior Officer</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Payments in Dollars by Assistant Manager</td>
<td></td>
</tr>
</tbody>
</table>
## Process Narrative for Personal Travel

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Responsibility</th>
<th>Procedure/Activity</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee</td>
<td>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.</td>
<td>Online Form is filled</td>
</tr>
<tr>
<td>2</td>
<td>Travel Office</td>
<td>The online Travel Form shall be routed to the Travel Desk Officer for arranging quotes as per request.</td>
<td>Route options arrangement/approval request</td>
</tr>
<tr>
<td>3</td>
<td>Employee</td>
<td>The employee shall review and finalise the quote</td>
<td>Quote is finalised</td>
</tr>
<tr>
<td>4</td>
<td>Travel Office</td>
<td>The Travel Desk Officer shall make the arrangements/reservations accordingly, and intimate the payroll/finance Office for salary deduction through the online system.</td>
<td>Travel arrangements are made</td>
</tr>
<tr>
<td>5</td>
<td>Payroll Department</td>
<td>The deduction shall be made by the Assistant Manager, HR</td>
<td>Salary deduction is made</td>
</tr>
</tbody>
</table>
### Process Narrative

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Responsibility</th>
<th>Procedure/Activity</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Committee Decision</td>
<td>The Committee shall review and approve the Travel Research Proposals submitted by the Faculty</td>
<td>Approval from the Committee</td>
</tr>
<tr>
<td>2.</td>
<td>School Coordinator</td>
<td>The respective school coordinator will fill the online Travel Request Form on behalf of the employee (who has been granted Faculty Travel Grant)</td>
<td>The online Travel Request Form filled and submitted</td>
</tr>
<tr>
<td>3.</td>
<td>OSPR</td>
<td>Senior Officer, OSPR shall review and approve the online request on which the system will automatically raise and approve the Purchase Requisition for travel</td>
<td>PR raised for travel request approval</td>
</tr>
</tbody>
</table>
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 Vice Chancellor is required by the employee for any matter and s/he is not available, the employee shall obtain an approval from the COO (in case of departments reporting to the COO) and Acting Vice Chancellor (in case of faculty and other departments not reporting to the COO).

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

1. The employee shall fill the Reimbursement/Adjustment form.

2. Dean/HOD shall approve or reject the request.

3. Finance Office after reviewing shall forward the payment to Payroll Dept. for disbursement/deduction.

4. Payroll Dept. shall disburse/deduct the amount.

5. Bank Deposit

End
### Process Narrative

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Responsibility</th>
<th>Procedure/Activity</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee</td>
<td>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.</td>
<td>Travel Advance Claim Form is filled</td>
</tr>
<tr>
<td>2</td>
<td>HOD/Dean</td>
<td>HOD/Dean, before giving approval shall review the Form. The system shall forward the approved form to the Manager, Finance Office</td>
<td>Form reviewed/approved or rejected and form forwarded to the Finance Office</td>
</tr>
<tr>
<td>3</td>
<td>Finance Office</td>
<td>Manager, Finance Office, after necessary verification of the expenses, shall forward the request to the Payroll Department for reimbursement or deduction.</td>
<td>Review of form along with supporting documents</td>
</tr>
<tr>
<td>4</td>
<td>Payroll Department</td>
<td>Senior Officer, Payroll Department shall disburse/deduct the amount</td>
<td>Payment /deductions made</td>
</tr>
</tbody>
</table>

The relevant supervisor of the employee will be responsible for:

- Verifying that 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 loses, 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 Compliance Manager will be responsible for maintenance of the policy including its periodic review 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

<table>
<thead>
<tr>
<th>Contact</th>
<th>Designation</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Adeel Ahmad</td>
<td>Sr. Officer –Gen Administration</td>
<td>2522</td>
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<tr>
<td>Sr. #</td>
<td>Designation</td>
<td>Description</td>
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</tr>
<tr>
<td>1</td>
<td>Vice Chancellor</td>
<td>Business Class</td>
</tr>
<tr>
<td>2</td>
<td>Chief Operating Officer</td>
<td>Economy Class</td>
</tr>
<tr>
<td>3</td>
<td>Deputy Managers</td>
<td>Economy Class</td>
</tr>
<tr>
<td>4</td>
<td>Administrative Staff</td>
<td>Economy Class</td>
</tr>
</tbody>
</table>