

**KWAME NKRUMAH UNIVERSITY OF SCIENCE  
AND TECHNOLOGY, KUMASI, GHANA**



**OVERSEAS TRAVEL POLICY AND PROCEDURES**

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## 1.0 POLICY STATEMENT

This policy pulls together the relevant information relating to Staff International Travel and should be read in conjunction with other KNUST Staff Policy Document.

### 1.1 The Policy seeks to:

- clarify the procedures and processes of obtaining the required staff travel authorization before undertaking an international travel;
- describe the types of travel, allowances and expenses that are eligible for reimbursement;
- inform staff of their roles and responsibilities and
- outline how to navigate travel arrangements and reimbursement options for international travels.

### 1.2 General Considerations

#### **Staff are entreated to:**

- be sure to have the necessary approvals from the College Provost (Academic Staff), Registrar or Finance Office (Non Academic Staff) and Vice Chancellor before any travel expense is incurred;
- obtain travel documents (passport, visa(s), and travel insurance prior to their travel with assistance from the Human Resources Department and the KNUST Travel Services;
- ensure necessary vaccination requirements of the destination countries are met;
- book airline tickets in advance as far as possible in order to obtain advance purchase discounts;
- use the KNUST approved Travel Agents/booking and expense management tools;
- ensure that terms of sponsored research/grant agreements for travel under such agreements are strictly adhered to

(staff should note that Sponsor restrictions supersedes that of KNUST); and

- be as cost effective as possible in considering the suitability of alternate arrangements such as teleconference or videoconference meetings to save time and cost.

KNUST staff are required to exercise restraint in planning overseas visits. Only those trips that are considered essential to the attainment of the University's objectives would be considered. All other avenues for gaining relevant knowledge or experience should be considered before overseas travel is proposed.

## **2.0 CONSIDERATION FOR GRANTING APPROVAL FOR OVERSEAS TRAVEL**

To qualify for Travel, claimants must be employed by KNUST and on payroll on a permanent or fixed term contract. This contract must be in force during the period of the claimant's travel.

The claimant must normally have completed their probationary period at the time of the travel. If, in exceptional circumstances, a staff is unable to meet these requirements, through the relevant Department, Faculty and the College, in consultation with the Vice Chancellor, discretion could be exercised, depending on the circumstances.

## **3.0 CATEGORIES OF TRAVELS**

KNUST International Travels are grouped under four main categories as explained below:

### **3.1 Business Representation Travel**

This would include staff representations on international platforms to explore business opportunities on behalf of the

University. The Vice-Chancellor would normally make such request and fund it through budget allocation from the Main Administration.

### **3.2 Professional Enhancement Travel**

This would include travels where staff members would be required to present papers relating to their work or attend training workshops. Funding for such travels would normally be sourced from budget allocation for conferences and staff development fund from the Main Administration.

### **3.3 Commissioned/Donor Funded Project related Travel**

This would include research related travels that are project centered and under certain arrangements, Donor-funded. Funding for such travels would normally be included in the project budget, and where the project is Donor sponsored, Donor specific rules and regulations would apply. Staff are encouraged to refer to the sponsor guidelines for specific compliance rules and regulations of the sponsoring agency. Questions on sponsor award travel should be directed to the Office of Grants and Research.

### **3.4 External Board and Committee Travel**

This would include travels where academics or professionals are appointed to represent KNUST on International Boards and Committees. Such travels are normally funded by the host International body.

## **4.0 AIR FARES**

Except for the Vice Chancellor, Pro-Vice Chancellor, Registrar, Provosts, Deans and Directors, Director of Finance and University Librarian who may be allowed to travel Business

Class, all air travel by other categories of staff should be by economy class. A staff member may upgrade the level of service at his/her own personal expense.

In exceptional circumstances the Vice Chancellor may approve travel other than the lowest practical fare if one or more of the following apply:

- a staff has health issues requiring certain facilities, in which case a documented medical justification by a health practitioner is required;
- the lowest practical fare:
  - a. is not the most direct route; and
  - b. does not ensure connections to further flights or does not take into account excess baggage fees.

*Personal preference for particular aircraft types will only be considered where the booking is also the lowest practical fare.*

## **5.0 ALTERNATE METHODS OF TRAVEL**

While commercial air travel is the preferred means of transport for International Travel for staff of KNUST, alternative means of travel to neighboring countries may be approved where it is in the University's best interest.

### **Staff Private Car**

The use of staff private car will be considered where the arrangement is cost-effective and the following can be evidenced:

- current international driver's license;
- comprehensive insurance;
- current valid registration.

The rules and regulations of mileage claims for staff at KNUST will apply and also the motor vehicle allowance payment should be less the amount for a commercial airfare.

## **6.0 TRAVEL INSURANCE**

KNUST provides travel insurance for staff on University business. For an insurance cover to be operative, the purpose of travel must be to the benefit of the University and the trip should be approved and funded by KNUST.

## **7.0 WARM CLOTHING ALLOWANCE**

Warm clothing allowance may be payable to KNUST staff travelling on official business to temperate countries.

- Warm clothing allowance is paid once every 3 years irrespective of the period in which it was paid.
- The rates for warm clothing allowance should be applied in relation to the time of year and geographic location of the country to be visited by staff.
- Where it can be determined that the weather condition between the time of travel and return does not warrant warm clothing, it would not be paid.
- Where the temperature cannot be ascertained before the time of departure, an advance may be given, which must be cleared upon presentation of actual bills, receipts and evidence of prevailing weather conditions.

## **8.0 DAILY SUBSISTENCE ALLOWANCE/ PER DIEM**

KNUST staff, who are granted approval to undertake any international travel on official business will be given a daily subsistence allowance (DSA) to cover expenses related to the travel (i.e. accommodation, meals, transportation, and any other approved expenses related to the travel) for the period of the proposed trip. Rates payable is dependent on the

destination country and shall be abated based on the facilities available to staff. Staff should refer to the International Civil Service Commission DSA Report for Daily Subsistence Allowance Rates: [https://www.unicef.org/evaluation/files/UN\\_DSA\\_Circular\\_082016.pdf](https://www.unicef.org/evaluation/files/UN_DSA_Circular_082016.pdf)

**Applications for DSA should clearly indicate the following:**

- purpose of travel;
- dates of departure and return;
- name of individual travelling and all other named members of the delegation; and
- total costs to be borne by KNUST.

## **9.0 PREPAID TRAVEL EXPENSES**

KNUST staff embarking on any International Travel may request and obtain cash advance for travel expenses not included in the DSA or in the case of externally funded travels, cover travel cost approved by the sponsoring agency from the Finance Office. Request for cash advances must be substantiated and submitted within reasonable time frame to avoid disappointments.

Expense report, together with relevant supporting receipts, would be required within two (2) weeks upon return from any approved International Travel.

## **10.0 REPORT**

As a condition in line with official overseas travel, staff must provide a travel report on return from an overseas trip.

The report should indicate among other things:

- dates of travel and countries visited;
- objectives of the trip;



- benefits to the University and the nation at large;
- recommendations and/or action plans arising from the overseas travel.

Subsequent request for approval to travel would be linked to the compliance of staff submitting the required reports.



























