



## Travel and Expense Policy Document

### Background

This document outlines the rates and procedures for travel expenses incurred by staff and collaborators of the Mycetoma Research Center (MRC), University of Khartoum. The guidelines cover air travel, train travel, private car usage, meals, per diems, and accommodation.

This Travel and Expense Policy is designed to ensure that all travel-related expenses are managed efficiently and transparently. Staff are encouraged to adhere to these guidelines to facilitate smooth travel planning and reimbursement processes.

### Travel Organization

Travel can be organised in two ways:

#### **Institutionally Organized Travel:**

All travel arrangements (flights, accommodation, etc.) will be coordinated through the MRC's administrative office.

#### **Personally Organised Travel**

Staff may choose to make their own travel arrangements. Reimbursements will be processed based on the rates outlined in this document.

### Travel Rates

#### **1. Air Travel**

##### **Economy Class Rates:**

- Domestic Flights: Up to \$200 per ticket.
- International Flights: Up to \$1,200 per ticket.

**Booking:** Flights should be booked at least 30 days in advance for the best rates. Any upgrades or additional costs must be pre-approved.

## **2. Train Travel**

### **Standard Class Rates:**

**Domestic Train Travel:** Up to \$100 per ticket.

**Booking:** Train tickets should be booked in advance, and receipts must be provided for reimbursement.

### **Private Car Usage**

#### **Mileage Compensation:**

\$0.50 per kilometer for trips taken using a personal vehicle.

**Conditions:** Staff must provide a log of miles travelled, including the purpose of the trip and destination.

### **Meals**

#### **Meal Allowances:**

-Breakfast: \$10

-Lunch: \$15

-Dinner: \$25

**Conditions:** Receipts are required for all meal reimbursements. Meal allowances will not be provided for meals included in accommodation costs.

### **Per Diems**

#### **Per Diem Rates:**

-Domestic travel: \$50 per day

-International Travel: \$100 per day

**Conditions:** Per diems cover meals and incidental expenses and do not require receipts.

## **Accommodation**

### **Accommodation Rates:**

-Up to \$150 per night for domestic travel.

-Up to \$250 per night for international travel.

**Conditions:** Staff should choose accommodations that are reasonably priced and provide receipts for reimbursement.

### **Reimbursement Process**

-All reimbursement requests should be submitted within 30 days of the travel date.

-A completed expense report must be submitted along with all relevant receipts and travel logs.

-Reimbursements will be processed within 14 days of submission.

**Approved by:**

*Fahal*

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**Director**

**Mycetoma Research Center, University of Khartoum**

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