

KUMASI TECHNICAL UNIVERSITY



INTERNATIONAL TRAVEL POLICY

October, 2020

Table of Contents

1.0 Preamble	1
2.0 Aims and Objectives.....	1
3.0 Scope.....	2
4.0 Types of International Travels	2
4.1. <i>Short Term Travel</i>	2
4.2. <i>Long Term Travel</i>	3
4.3. <i>Students' Travel</i>	4
5.0 Approval Process	4
6.0 Roles and Responsibilities for Health and Safety	5
7.0 Travel Insurance.....	8
8.0 Class of Travel.....	9
9.0 Road Transport	10
10.0 Visas.....	10
11.0 Vaccinations	11
12.0 Warm Clothing Allowance	11
13.0 Per Diem/Daily Subsistence Allowance	11
14.0 Travel Advance	13
15.0 Travel Allowance and Expenses Claims.....	13
16.0 Reporting.....	14

Appendix 1	15
Appendix 2.....	18

1.0 Preamble

Kumasi Technical University (KsTU) is committed to international travels where staff need to travel to attend conferences, workshops study abroad amongst others. In line with the above, the International Travel Policy seeks to outline the procedures and processes that regulate staff travel abroad. The purpose of the policy is to:

- i. Clarify the procedures and processes for obtaining the travel authorization that staff require before they travel outside Ghana;
- ii. Define roles and responsibilities regarding staff travel;
- iii. Set out the type of expenses that may be reimbursed for the various categories of travel.

2.0 Aims and Objectives

- i. The aim of this policy is to inform employees of the issues they need to consider to ensure a trouble-free experience while working overseas on behalf of the University.
- ii. To ensure that all aspects of KsTU staff travels are governed by the highest level of integrity, ethical standards, transparency and accountability that govern all KsTU's operations.
- iii. To ensure cost-effective international travels.
- iv. To ensure that staff of the University are mindful of their roles as ambassadors for the University when they travel outside the country.

3.0 Scope

The International Travel Policy is applicable to all faculties, staff and students engaged in the University supported or sponsored programmes and activities.

4.0 Types of International Travels

For the purposes of this policy, KsTU International Travel is defined as an official travel outside the country, approved by the Vice Chancellor or his/her designate to transact business that promotes the mission of the University. KsTU International travel is grouped into three categories:

4.1. Short Term Travel

These are travels from one (1) day up-to thirty (30) days by members of the University Community officially assigned to undertake such travels. This would include travels such as:

- i. KsTU Representational Travel: This is where staff are invited/requested or obliged to represent KsTU at international meetings/fora or to undertake specific assignments such as meetings with persons/organizations in order to conduct business that will benefit the University. Such invitations/requests would normally come from/through the Vice Chancellor and would be funded from the Central Administration travel budget allocation.
- ii. Staff Development Travel: This would include travels for conferences and meetings where the staff members would normally give a presentation on their work; training workshops, short courses and research related

travels. Funding for this category of travel may be obtained from any of the following main sources:

- (a) External funding from meeting organisers/ funding agencies;
 - (b) Internally Generated Funds (IGF)
- iii. Project Related Travel: This would include travels related to donor-funded projects and contract/ commissioned research. Funding for such travels would normally be agreed prior to project commencement and included in the project budget and would normally be guided by project/ donor specific rules and regulations.

4.2. Long Term Travel

This would include travels beyond thirty days by members of the University Community officially assigned to undertake such travels. This would include travels such as:

- i. Staff Development Travel:
- ii. Project Related Research Travel:
- iii. External Board and Committee Travel
- iv. Sabbatical Leave Travel

Funding for this category of travel may be obtained from any of the following main sources:

- i. External funding from meeting organisers/funding agencies;
- ii. Internally Generated Funds (IGF)

4.3. Students' Travel

A student may be supported or sponsored by the University only for academic purposes outside Ghana. This may include student exchange travel conferences and field trips.

5.0 Approval Process

All international travels involving faculty, staff and students must first be approved by the respective Dean or Unit Head. Requests for travel shall consist of a completed KsTU Travel Request Form (see appendix 2) which should reach the final approving authority at least two clear weeks before the staff/student is scheduled to travel.

- i. The following categories of staff shall travel outside Ghana only on authorization by the Vice Chancellor or his/her designate:
 - (a) Heads/Directors of Research Centres
 - (b) Heads of Department
 - (c) Directors
 - (d) Deans
 - (e) Registrar
 - (f) Pro Vice-Chancellor
 - (g) University Librarian
- ii. All other employees in academic units, including technical staff, shall obtain approval for travel from the Dean in the case of Faculties/Schools. The travel authorization requests shall be routed through the Head/ Director of the relevant unit.

- iii. Employees in administrative and professional units shall obtain travel authorization from the Vice Chancellor through the Registrar/Directors. The travel requests shall be routed through the immediate supervisor.

6.0 Roles and Responsibilities for Health and Safety

- i. This policy follows the principles of responsibility outlined in the Kumasi Technical University's Health and Safety Policy and travel tips as outlined in appendix two. In addition the following details apply:

Employees/Travellers are responsible for:

- (a) Taking care of their own health and safety whilst undertaking off-site visits and not compromising the safety of colleagues with whom they may be travelling.
- (b) Utilising the systems in place for managing such visits with their Departments.
- (c) Undertaking a suitable and sufficient risk assessment prior to each overseas trip, taking account of up-to-date information.
- (d) Notifying the University that they have arrived at each stage of their journey.
- (e) Giving a feedback on any concerns to the University at an appropriate point either during or after the visit.

- (f) Giving feedback information regarding health and safety or security issues which might have taken place during their visit, both for the purpose of recording such incidents and for the purpose of enabling intelligence to be communicated to colleagues undertaking similar overseas visits.
- (g) Seeking the appropriate approvals before booking and commencing any travel.
- (h) Complying with health standards laid down for entry into the host country (for example vaccinations, inoculations).
- (i) Ensuring they take sufficient supply of continuing medication to last the duration of the trip.
- (j) Possessing appropriate and valid immigration documents required by the host country (for example valid passport, visa).
- (k) Taking relevant contact numbers with them (for example, the University's sponsor, University's Business Travel Insurance documents, e-mail addresses, etc.) for follow-up purposes.
- (l) Remaining aware of local events and news in host country.
- (m) Advising the sponsor immediately if itinerary changes or any emergencies occur that affect their safety.

Line Managers are responsible for:

- (a) Ensuring that a suitable management system is in place which reflects the requirements of this policy; also that such a system is regularly monitored.
- (b) Ensuring that as part of the management system in place, a suitable and sufficient risk assessment is completed prior to each overseas trip, taking account of up to date information and highlighting to the Director of International Affairs and Institutional Linkages where a “red” or “amber” residual risk is identified.
- (c) Ensuring that employees who undertake travel, as part of their work, are suitably oriented and knowledgeable about their destination.
- (d) Responding to incidents and formal feedback reported by returning employees on the Visit Report.
- (e) Taking suitable action to manage incidents which may arise involving University employees.

Deans of Academic Faculties and Directors of Institutes and Registrar are responsible for:

- (a) Ensuring that an appropriate system is in place to consider the adequacy of risk assessments carried out by line managers.
- (b) Booking in advance through the University’s approved Travel Management Company.

- (c) Ensuring that a robust system is in place to manage employees who may be off-site within all their areas of control.
- (d) Selecting a suitable travel management company, taking into account health and safety considerations, for example the availability of a 24-hour help line, passenger tracking information, the facilitation of accommodation, health and safety check.
- (e) Providing a contact point to receive updates from travel insurance providers and travel management companies and ensuring the intelligence they provide is made widely available to employees.
- (f) Arranging overseas travel insurance on behalf of the University and publishing the level of cover.

The Finance Director is responsible for:

Ensuring there is a robust process in place for the advance and payment of expenses associated with overseas travel on University business.

7.0 Travel Insurance

- i. The University shall provide travel insurance cover for staff who are required to undertake authorized University Representational Travel.
- ii. All staff are required to ensure that they have adequate travel insurance cover, including full medical coverage for all travels.
- iii. Travel Insurance Policy is not a full health insurance; it will only cover emergency treatment and associated

expenses. Routine, preventative or other elective treatments are not covered. Pre-existing medical conditions are covered if travel is being undertaken in line with medical advice. Cover is not provided for anyone travelling against medical advice or for the purpose of undertaking treatment.

- iv. Any claims for minor emergency medical expenses, loss/damage to luggage/personal effects or the like can be dealt with by contacting the Protocol Officer upon return to the University.
- v. In case the insurance covers personal items whilst overseas, in the event of theft/loss of belongings, a copy of report to local police must also be supplied to the Protocol Officer.
- vi. The University's Travel Insurance Policy does not provide cover for the hire of motor vehicles whilst in a foreign country or cover whilst undertaking dangerous sports.

8.0 Class of Travel

- i. The under-listed categories of staff would normally travel on business class on authorised KsTU representational travel, depending on the availability of funds:
 - (a) Chancellor and Council Chairman travelling on KsTU assignments
 - (b) Vice-Chancellor
- ii. All other staff shall travel on economy class fares. A staff member may however choose to upgrade his/her ticket from personal funds or with air miles.

- iii. The class of travel of a spouse of staff whose position entitles them to travel with their spouse on specific official travels shall be the same as the staff member is entitled to. Written approval from staff member's immediate supervisor for spouse to accompany staff member shall be required before expenditure on the spouse's ticket is authorized.
- iv. Within the class of travel, staff should explore options for and purchase the cheapest possible tickets. Trips should be planned ahead, wherever possible, in order to take advantage of lower rate air-fares. Staff are encouraged to check available fares on-line before contacting travel agents.

9.0 Road Transport

Where staff choose to travel by road to neighbouring countries, the rules and regulations outlined in the KsTU Transport Policy regarding mileage claims shall apply. In all cases, the cost of the road travel shall not exceed the cost of an economy air ticket for the trip.

10.0 Visas

For KsTU representational travels, the Protocol Unit shall arrange and pay for visas of staff undertaking such travels. If it is a personal / private travel, it is the responsibility of the staff to acquire the appropriate visa. The visa cost may be claimed from the sponsor where the rules and regulations allow such expenditure. Staff may seek the assistance of the KsTU Protocol Unit on visa applications.

11.0 Vaccinations

Staff should check the international health requirements of their destination and ensure that they have received the necessary vaccinations. KsTU shall reimburse cost of vaccinations for staff undertaking approved KsTU representational travel. For all other categories of travel, the cost of vaccinations may be claimed from the sponsoring agency where the rules and regulations allow such expenditure.

12.0 Warm Clothing Allowance

A warm clothing allowance at a rate to be determined periodically by the university, is payable, on application, to an employee travelling to a temperate country on official duties for a period of three or more months during the winter period (September to March for the Northern hemisphere, April to September for the Southern hemisphere). The allowance is payable once every two years.

13.0 Per Diem/Daily Subsistence Allowance

Staff undertaking authorised KsTU representational travel shall be entitled to payment of Per –Diem allowance/ Daily Subsistence Allowance (DSA) at rates guided by the International Civil Service Commission Report. These are updated on a regular basis and prevailing rates may be obtained from the Finance Directorate. The rates payable would depend on the travel destination and shall be abated depending on the facilities provided as in the table below:

No.	Description	Rate payable
i)	No accommodation or meals provided	Full rate of DSA payable
ii)	Free accommodation provided without meals	One Half of the DSA rate payable
iii)	Free meals provided without accommodation	Two thirds of the DSA rate payable
iv)	Free meals and accommodation provided	One third of the DSA rate payable

Travel days shall be included in the calculation of the DSA if the combined duration of the outward and inward flights exceeds ten hours. One additional day shall be allowed for trips where the duration of the outward and inward flights combined is more than ten hours but less than 18 hours; and two additional days for trips where the duration of the outward and inward fights combined is 18 hours or more.

Per-diem allowance/DSA is paid to cover accommodation, meals as well as all other incidental expenditures such as telephone and taxi fares and recipients would not be required to provide returns on how the per-diem allowance is spent. Where the travel includes substantial inter-city train/bus travel, the costs may be claimed separately from the sponsor.

- i. Per-diem allowance for all other categories of KsTU business travel shall depend on the provisions stipulated in the funding agreement and where applicable, guided by the rules and regulations of the sponsoring agency. The application for travel allowances shall be supported by relevant documents including proof of funding in the project budget for the travel. Travel allowances may only

be claimed before a trip, once the trip is completed, cost may be reimbursed on the basis of actual expenditure and submission of receipts.

14.0 Travel Advance

- i. A travel advance may be authorized as accountable imprest by the controller of the budget from which a specific travel is funded for a staff member undertaking a KsTU Representational Travel to cover costs not included in the Per-diem/DSA (for example, in-country bus/train fares, official telephone calls); or to persons undertaking other categories of KsTU Business travel to cover travel costs approved by the funding agency.
- ii. All travel advance must be accounted for within one week of return from the trip. Receipts must be submitted for all expenditure above a threshold to be determined from time to time by the Finance Committee. Expenditures below the defined threshold that are not covered by receipts may be listed with dates and signed by the staff member.
- iii. Travel advance shall not be authorized for any staff member with an outstanding travel advance to account for.

15.0 Travel Allowance and Expenses Claims

- i. Staff shall submit their travel allowance claims through the Head of Department and Dean/ Director to the Vice Chancellor for approval.

- ii. All travel claims and expenditure returns shall be submitted on the KsTU Travel Expense Claim Form. See appendix three (3)
- iii. Funds provided for KsTU business travel shall be used only for officially approved travels. For travels funded from project/grant funds, staff should refer to the Travel Policy of the donor/ funding agency for specific requirements and be guided by provision therein.

16.0 Reporting

Staff who undertake KsTU representational travel are required to submit a report to the Vice Chancellor within two weeks of return from trip. Staff who undertake other categories of KsTU business travels are encouraged to submit trip reports to their immediate supervisors on their return and wherever appropriate, share lessons learnt from their travel with colleagues.

Appendix 1

TRAVEL TIPS

Before you go:

- i. Ensure you have a signed, valid passport and an appropriate work/business visa, if required and fill in the emergency information page of your passport.
- ii. Leave copies of your itinerary, passport data page and visas with your Faculty Registrar and family or friends, so you can be contacted in case of an emergency.
- iii. Conduct appropriate research on the destination and take appropriate advice from those who are more vexed in issues of the country.
- iv. Consider the culture and customs so as not to unnecessarily offend.
- v. Familiarize yourself with local conditions and laws because while in a foreign country, you are subject to its laws.
- vi. Ensure you have emergency contact details, some cash and credit/debit cards (stored separately in case of theft).

Personal Safety while you are away:

- i. Take precautions to avoid being a target of crime.
- ii. Do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money or valuables.

Table Of Contents

In hotel accommodation provided,

- i. Keep your passport and travel documents on you, do not leave them in the room.
- ii. Always put valuables in the hotel room safe. If your room does not have a safe, ask at the reception to see if they can provide a safe facility.
- iii. Avoid putting the 'please make up my room' sign on the door when you go out – this is a tell-tale sign that your room is vacant.
- iv. Familiarise yourself with emergency provisions within your accommodation, locate your nearest exit and fire extinguisher.

Taxis Travel;

- i. Where possible, travel by taxi as opposed to walking on the streets with a map and/or luggage.
- ii. Ask your hotel to call a taxi for you.
- iii. Have the address of your destination or hotel written in the local language.
- iv. When you call a taxi, ask what colour the car will be and wait indoors for it to arrive.
- v. Observe the behavior of the taxi driver carefully.

Dealing with an emergency:

- i. For employees already overseas when a local situation arises/changes should contact the University Protocol Officer on the emergency number given.

- ii. Keep the University informed through the Institution's Protocol Officer about any difficult situations you may be experiencing.

When you return:

Report any accidents, incident or near misses when you get back or during reporting in procedures.

Appendix 2

KUMASI TECHNICAL UNIVERSITY EXTERNAL TRAVEL REQUEST FORM

Name of applicant

Position

Department/Unit

Faculty/Institute/Directorate

Purpose of travel (Please tick as appropriate) : Official / Private / Both

If official, please provide the following details (Attach supporting documents where necessary):

Activity (for example conference, study tour)

Theme of activity

Location of activity

Role to be played

Costs to be borne by the University (Please indicate as appropriate)

Airfare

Per-diem allowance

Conference/Seminar fees

Other (Please specify)

Country to be visited

Proposed date of departure

Proposed date of return

Indicate what arrangements have been made for work to be done in your absence

.....
.....

Signature of applicant Date

Recommendation of Head/Immediate Supervisor

Indicate whether there are funds budgeted to cover the costs to be borne by the University (attach confirmation note from the Director of Finance, if available)

.....

Indicate what outstanding duties the applicant has to perform, if any

.....
.....

Recommended Not Recommended

Name Designation Signature

Date Decision by Dean/Registrar/Vice-Chancellor

Approved Not Approved

Name Designation Signature

Date

Table Of Contents