


Category	Campus Services	Policy Number	SUP-CAM-101	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	4.1	
Responsible Office	CAFO	Policy Owner	CPDS	
Date Approved	10 June 2020	Effective Date	10 June 2020	
Date Last Reviewed	16 April 2020	Due Date for Next Review	16 April 2023	

POLICY

Travel Services

1. Purpose

The purpose of this policy is to provide guidelines and establish procedures for those individuals undertaking official travel on behalf of Zayed University.

2. Application

This policy is applicable to all university faculty, staff and students.

3. Policy

3.1 International travel arrangements are processed in accordance with the set approval matrix.

3.2 Hotel accommodation bookings are processed in accordance with the set approval matrix.

3.3 University ground transportation is used for business related purposes only. This includes both the fleet vehicles and outsourced transportation.

4. Related Policies and Laws

SUP-HSE-101 Health and Safety

SUP-HSE-103 Environment

SUP-CAM-102 University Vehicles

SUP-FIN-10 Reimbursement of Travel, Meeting and Other Expenses

SUP-HR-75 Professional Development for Staff Appointments

SUP-FAC-401 Faculty Professional Development

5. Administration

This policy is administered by the Campus Physical Development and Services Department.

6. Revision History

Date	Revision
1 March 2023	Administrative changes: <ul style="list-style-type: none"> • Updated the information header and related policy numbers.

	<ul style="list-style-type: none"> • Updated the policy number from SUP-CPDS-51 to SUP-CAM-101.
10 June 2020	Approved by the CAFO.
7 April 2020	<p>Reviewed with no substantive changes required:</p> <ul style="list-style-type: none"> • Application Section moved to #2; • Section 3 reworded for greater clarity; • Section 4 updated with the Health and Safety, and Environment policies.
7 January 2020	Updated the policy number from ADM-CAM-01 to SUP-CPDS-51.
17 January 2018	<p>Minor revisions and non-substantive changes approved by the President.</p> <p>Revisions:</p> <ul style="list-style-type: none"> • Added Section I Purpose • Revised the Policy section and included flights, hotels and ground transportation. <p>Non-substantive changes:</p> <ul style="list-style-type: none"> • Update of department name from Campus Services to Campus Physical Development and Services. • Removed sentence 2 of Section V “<i>Any questions can be directed to the Director.</i>” • Followed the new ZU Policy template/format.
6 June 2010	Revised policy approved.
18 March 2007	Reviewed policy approved.
1 October 2000	Policy approved.