

## Travel Policy

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**Document Owner:** Business Incubation Association in  
Tripoli (BIAT)

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**Authorized by:** Dr. Fawaz Hamidi- BIAT Chairman

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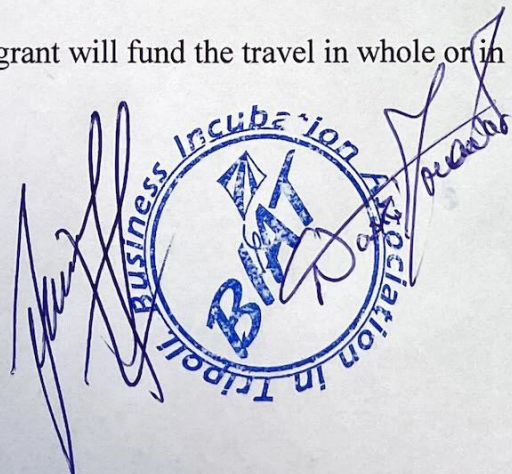
### Policy:

- BIAT covers solely the international travel. Domestic travel is outsourced.
- All travel, domestic and international must be approved 30 days prior to expected travel date by :
  - Option 1 : the Chairman and HR manager
  - Option 2 : the Chairman and the team leader if it is under a project
- All approvals are based on costing approved at the time of submission. If there is a change, a fresh travel request will have to be applied for with expedition.
- If there is a travel allowance advance, it must be submitted by the team leader to the finance department 15 days prior to travel, after receiving approval from the reporting manager.
- All bills and receipts of the entire trip must be submitted within 5 working days to the Team Leader in order to be approved and processed.
- BIAT covers airplane ticket fees, including travel insurance, as well as per diem allowance depending on Prague-EU guidelines.

### Procedures:

1. Travel requests must be in writing, approved by the chairman and should state the following:

- a.) Purpose of Travel
- b.) Travel destination
- c.) Travel accommodations sought
- d.) Mode of Transportation sought
- e.) Travel dates and duration
- f.) Source of funding for travel (if a specific grant will fund the travel in whole or in part, state the grant number and reimbursement terms)
- g.) Other employees required for travel



Handwritten signature and blue circular stamp of the Business Incubation Association in Tripoli (BIAT). The stamp contains the text "Business Incubation Association in Tripoli" and "BIAT".