

Local Travel Rates & Categories (Within Jordan)

In accordance with the Jordanian Governmental Travel and Transportation Bylaws and its Amendments No. (56) of 1981, below is a translation of Article 18 as relevant to local travel and transportation within the Hashemite Kingdom of Jordan.

Article 18:

- A.** If any person is assigned, delegated, or summoned to perform official work outside his/ her official working location within the Hashemite Kingdom of Jordan, he/ she shall be paid the following travel allowance for each night spent outside that official working location, provided that the period for which he/ she is entitled to the allowances does not exceed two months:

Staff Categories and Travel Rates:

Staff Category	Description (GJU's classification and description of Staff categories)	Rates for Amman & Aqaba*	Rates for All Other Governorates
Special	President of the Board of Trustees	JOD 112.5	JOD 75
First	University President & members of the Board of Trustees	JOD 60	JOD 40
Second	Staff of Grades 1 & 2	JOD 45	JOD 30
Third	Vice-Presidents, Deans and Assistants to the President, Professors and Associate Professors, Directors of Units, Departments and Centers, Assistant Professors, Practitioners, Lecturers, Assistant Lecturers, and Staff of Grades 3 & 4	JOD 37.5	JOD 25
Fourth	Staff of Grades 5 & 6	JOD 30	JOD 20

- B.** If the assignment, delegation, or work is within the capital (Amman) or Aqaba, the travel allowance mentioned in paragraph (A) shall be increased by 50%. (As indicated above*)
- C.** If the period of assignment, delegation, or work exceeds two months, the employee shall be paid half of the travel allowance mentioned in this article for the period exceeding two months, provided that the employee shall not be paid any allowance for the period of assignment or delegation for a period exceeding four months in total.
- D.** The travel allowance shall not be paid to an employee assigned, delegated, or summoned for official work in a place located within the governorate in which his/ her permanent address is located, except in exceptional circumstances as approved by the Minister.
- E.** The travel allowance for the settlement judge and the state property judge may not exceed (80) dinars per month.
- F.** Employees of the Buildings and Lands Committees within the governorate shall be paid a travel allowance for each working day according to the categories as per the applicable Field Allowances Bylaws for Government Employees, provided that it does not exceed (35) dinars per month.
- G.** The travel allowances stipulated in this Article shall not be paid to the employee assigned, delegated, or summoned to perform work in a governorate where his/ her current residence is located.

*For transportation using personal vehicles, staff members shall be paid based on the applicable rates per Km, currently standing at JOD 0.05/ Km.

- ❖ This document is an unofficial English translation of Article 18 of the Jordanian Governmental Travel and Transportation Bylaws and its Amendments No. (56) of 1981, and is to be utilized only for assistance with budget planning and shall in no way be considered an official legal document. Noting that all government bylaws are subject to change and must be monitored closely.