

# Policies and Procedures Guide

<b>Procedure Name: Request for travel through funds of an international project</b>	<b>Procedure number: PR-ER-01-08</b>	
<b>Procedure Approval Decision Number: 10/7/17/2</b>	<b>Approving Body: Quality Assurance Implementation and Follow-up Committee</b>	
<b>Procedure Approval Date: 11/1/2024</b>	<b>Release Number: #1</b>	<b>Revision date: _____</b>

## 1. Objectives:

Defining the procedures for approving the travel of any member of the project team from the funds of an international project.

## 2. Terms and Expressions:

**Project:** Any project that is supported by an international funding agency outside the Hashemite Kingdom of Jordan, in addition to any projects assigned to the International Projects Office by the President.

**Principal Investigator (PI):** The person employed at the university and assigned with the duties of project coordinator and responsible for managing the project from the stage of initiation until project closure.

## 3. Scope:

This procedure applies to any project team member wishing to travel through the funds of an international project.

## 4. Responsibility:

- University President
- Presidency and Councils' Affairs Department
- International Projects Office
- Finance Department
- Principal Investigator (PI)
- Traveling team member

## 5. Implementation Steps:

1. The principal investigator shall submit a request to the International Projects Office to approve the travel using the Application for Travel on Externally Funded Projects form and its attachments.
2. The International Projects Office shall review the request according to the university's guidelines, the regulations of the funding agency, and the project's budget.
3. In case any document or information is missing, the International Projects Office shall return the request to the principal investigator to provide them with it.
4. The International Projects Office shall review the completed request and send a letter to the President for approval.
5. If the President approves, the Presidency and Councils' Affairs Department shall send a copy to both the International Projects Office and the Finance Department. In the event of rejection, the Presidency and Councils' Affairs Department shall inform the International Projects Office to inform the principal investigator of the decision.
6. Upon the principal investigator's request, the International Projects Office shall prepare a travel advance disbursement letter and send it to the Finance Department with the travel advance request attached.
7. The Scientific and Productive Projects Accounting Section shall review the application and all supporting documents in accordance with the regulations of the funding agency.
8. The Scientific and Productive Projects Accounting Section shall issue a disbursement voucher from the relevant project's travel budget category, approve it from the section's accountant (if any) and the section head, and send it to the department's Internal Auditing Section.
9. The Internal Auditing Section shall review the travel request and send it to the Finance Director for approval.
10. If the Finance Director approves the request, the Scientific and Productive Projects Accounting Section shall be informed to complete the disbursement procedures as per the relevant regulations.

## 6. Required Forms:

- Application for Travel on External Funded Project (FO-092)