

Policies and Procedures Guide

Procedure Name: Transportation requests through funds of an international project	Procedure number: PR-ER-01-09	
Procedure Approval Decision Number: 10/7/17/2	Approving Body: Quality Assurance Implementation and Follow-up Committee	
Procedure Approval Date: 11/1/2024	Release Number: #1	Revision date: _____

1. Objectives:

Defining the procedures for university vehicle transportation requests to carry out project activities outside the university through 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 all university vehicle transportation requests to carry out project activities outside the university through funds of an international project.

4. Responsibility:

- General Services Department
- International Projects Office
- Principal Investigator (PI)

5. Implementation Steps:

1. The principal investigator shall submit a request to the International Projects Office for transportation within the borders of the Hashemite Kingdom of Jordan and in line with the project activities, indicating the requested transportation date and the number of companions, using the transportation request form in addition to the transportation request form of the General Services Department, at least 48 hours ahead of the requested transportation date.
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 it to the General Services Department.
5. The principal investigator shall follow up with the General Services Department to implement the requested transportation.

6. Required Forms:

- Transportation Request Form (FO-093)