



**REPUBLIC OF TURKEY  
YAŞAR UNIVERSITY**

**DIRECTIVE ON TRAVEL ALLOWENCE AND EXPENSES OF  
ACADEMIC AND ADMINISTRATIVE PERSONNEL  
DURING THEIR DOMESTIC AND OVERSEAS ASSIGNMENTS**

**Aim**

**Article 1-** (1) This Directive shall set out the principles applicable regarding travel allowance and expenses of Yaşar University personnel during their domestic and overseas assignments.

**Basis**

**Article 2-** (1) This directive has been issue based on provisions of the Higher Education Law, Law on the Organization of Higher Education Institutions and Regulation on Foundation Higher Education Institutions.

(2) For the matters not prescribed in this directive, the resolutions adopted by the Rectorate shall govern.

**Travel approval and order**

**Article 3-** (1) In the case of domestic and overseas assignment of academic and administrative personnel, travel expenses shall be reimbursed as per the provisions of this directive. The assignment of the academic personnel to travel shall be subject to approval by the Rector's Office by seeking the consent of the Faculty and University Board of Directors. Domestic and overseas assignment of administrative personnel shall require suggestion by the immediate supervisor and approval by the Rector. "Travel Order Form (Annex 1) shall be filled before the travel and shall be submitted to the Financial Affairs Department following the approval by the immediate supervisor. Overseas assignments by the Rector shall be within the knowledge of the Chairman of the Board of Trustees.

**Means of travel**

**Article 4-** (1) The staff members included in the First and Second Groups may travel by airways. The staff members who are included in the third group may use means of transportation such as aircraft, train, buses depending on the urgency of the task, the destination and subject to approval by the superior unit manager (Rector, Secretary General, and Department Head). The cost of ticket shall be paid only if the invoice is issued in the name of Yaşar University.

(2) In case of travelling by air, touristic (economy) tickets shall be purchased. No payment shall be made for additional baggage other than task-specific baggage (parcel, package etc.).

**Travel allowance, reimbursement of travel expenses**

**Article 5 –** (1) The staff member who is travelling may receive pre-travel advance sufficient for the travel depending on the period of travel.

(2) Within 3 (three) business days after the travel, all travel expenses including the ticket shall be attached to "Travel Expenses Declaration Form" (Annex 2), and shall be submitted to the Financing Directorate following the approval by the unit official. The advances not settled in time shall be settled in the following by way of deduction from the salary of the person who has received the advance.

(3) Where any staff member is travelling one immediate supervisor, such staff member may benefit from the travel expense limits in the same way.

(4) Transportation expenses for taxi, ferryboat, toll road, bridge and other means used during the travel shall be reimbursed following the submission of related bills, receipts and supporting documentation.

(5) Travel expenses shall be made on the basis of actual expenditure. Expenses not documented with legal invoices, receipts etc. shall be considered personal expenses and not be reimbursed.

(6) The travel expenses of staff members serving in projects which are undertaken at home and abroad and which have their own budget (European Union, Erasmus, TUBITAK etc.), shall be reimbursed from the relevant project fund and shall be based on the limits specified in the project.

(7) All expenses made under the scope of such travel, except for alcoholic beverages, must be documented in the name of Yaşar University (except for ticket, receipt etc.). Expenses not documented shall be considered personal expenses and shall not be reimbursed.

### **Calculating the Travel Time**

**Article 6–** (1) For the accrual of expenses, the time from the date when the travel started until the date of return shall be considered and must be documented with hotel invoice. The travel must be within such time as required by the task.

### **Travel groups and expense limits**

**Article 7–** (1) Grouping the staff members to be assigned and expense limits payable for domestic and overseas travels are listed below:

#### **a) Travel Groups**

Rector	1st Group
Vice Rectors, Deans, Institute and School of Higher Education Directors, Professors, Associate Professors, PhD Faculty Members, Department Heads, General Secretary, Unit Head, Media Relations Coordinator, Vice General Secretary, Department Heads, Directors	2nd Group
Faculty Members, Research Assistants, Vice Directors, Chiefs, Supervisors, Officers, Technicians, Other Personnel	3rd Group

#### **b) Domestic and overseas hotel and dinner limits**

Hotel and dinner limits applicable for domestic and overseas travels shall be prescribed by the Board of Trustees as per the travel groups.

<b>Group</b>	<b>Domestic (Daily Expense Limit)</b>	<b>Overseas (Daily Expense limit)</b>	<b>Domestic Hotel</b>	<b>Overseas Hotel</b>
<b>1. Group</b>	Against document	Against document	Against document	Against document
<b>2nd Group</b>	TRY 110/Day	USD 60/Day	TRY 300	US\$ 200
<b>3rd Group</b>	TRY 90/Day	USD 55/Day	TRY 200	US\$ 150

It is essential that expenses under this scope are documented. Expenses not documented shall be considered personal expenses and shall not be reimbursed.

### **c) Expense Limit for One-Day**

Expense limit for one-day travels shall be the half of the domestic daily expense limit for each meal.

#### **Expense limit payable to students**

**Article 8–** (1) The principles regarding the travel expenses for the participation of students to sport contests and competitions, artistic activities or other assignments shall be implemented by the relevant unit subject to prior approval by the Rector's Office for each travel.

#### **Responsibility**

**Article 9–** (1) The acceptance of advance payment receipts and declarations as per the rules and time limits as prescribed in this directive, the control and accounting of the same shall be under the responsibility of the Financial Affairs Department.

#### **Effective Date**

**Article 10–** (1) This Directive shall become effective once adopted and approved by the Board of Overseers.

#### **Execution**

**Article 11–** (1) The provisions of this directive shall be executed by Yaşar University Rector.

Approved pursuant to the resolution no.04, dated 24/4/2018  
Of the Board of Overseers

**TRAVEL ORDER FORM****Annex 1**

<b>FORM NO.</b>			
<b>FULL NAME</b>		<b>TOTAL TIME OF TRAVEL</b>	<b>..... Day(s)</b>
<b>TITLE</b>		<b>START DATE</b>	
<b>FACULTY</b>		<b>END DATE</b>	
<b>DEPARTMENT</b>		<b>TRAVEL GROUP</b>	
<b>PLACE/COUNTRY OF DESTINATION</b>		<b>MEANS OF TRAVEL</b>	
<b>TRAVEL REASON / PROJECT</b>			
<b>AMOUNT OF TRAVEL ADVANCE</b>	<b>In Figures: ..... TRY / In words: ..... Turkish Lira</b>		
<b>FINANCE DIRECTORATE</b>	<b>CASHIER'S OFFICE</b>		
<b>DATE</b>	<b>SIGNATURE</b>		

**TRAVEL EXPENSES DECLARATION FORM**

**Annex 2**

FULL NAME \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 FACULTY \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_  
 PLACE OF DESTINATION \_\_\_\_\_  
 TRAVEL REASON / PROJECT \_\_\_\_\_

TOTAL TIME OF TRAVEL **0 Day(s)**

START DATE \_\_\_\_\_

END DATE \_\_\_\_\_

Item No.	Document Date	Document No	Received from	Task Subject	Amount (Foreign Exchange)	Amount [USD]	Amount (TRY)	Rate 1 (Foreign Exchange)	Rate 2 (USD)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
<b>TRAVELER</b>			<b>UNIT HEAD</b>	<b>FINANCIAL AFFAIRS</b>		<b>GENERAL TOTAL</b>			
Signature			Signature	Signature		US\$ 0.00	TRY 0.00		

- As the amount of incentive and assignment limits in overseas travels are denominated in US\$, the expenses made in TRY and expenses made in any other foreign currency need to be converted into USD.
- TRY equivalent of all expenditures must available for accounting purposes.
- Fill only TRY column for domestic expenses.

\*In cases of any discrepancy, Turkish version of this document shall apply.