



REPUBLIC OF TURKIYE

YAŞAR UNIVERSITY

DIRECTIVE ON TRAVEL AND ALLOWANCE EXPENSES OF ACADEMIC AND ADMINISTRATIVE PERSONNEL FOR THEIR DOMESTIC AND INTERNATIONAL ADMINISTRATIVE ASSIGNMENT

Purpose

ARTICLE 1- (1) This directive shall determine the principles regarding the travel and allowance expenses applicable to Yaşar University personnel during their temporary trips within the scope of their domestic and international administrative assignments.

Basis

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

(2) The resolutions adopted by the Rectorate shall govern in cases for which there is no provision in this directive.

Travel approval and order

ARTICLE 3- (1) Travel expenses of academic and administrative personnel for their domestic and international administrative assignments shall be covered in accordance with the provisions of this directive. The assignment of the academic personnel to travel shall be approved by the Rector's Office with the consent of the Faculty and University Board of Directors. Domestic and international assignment of administrative personnel shall require the recommendation of the immediate supervisor and the approval of the Rector. "Travel Order Form" (Attachment-1) shall be filled before the travel and shall be submitted to the Financial Affairs Department following the approval of the immediate supervisor. International administrative assignments of the Rector shall be within the knowledge of the Chairman of the Board of Trustees.

Means of travel

ARTICLE 4- (1) Personnel included in the first and second groups may travel by plane. The personnel included in the third group may use means of transportation such as airplane, train, bus with the approval of the superior administrative unit manager (Rector, Secretary General, Head of the Department) depending on the urgency of the task or the destination. The cost of the ticket shall be paid only if the invoice is issued in the name of Yaşar University.

(2) In case of travelling by plane, tourist (economy) class tickets shall be purchased. Excess baggage fee shall not be paid except for the task-specific baggage (parcel, package etc.).

Travel advance, reimbursement of travel expenses

ARTICLE 5- (1) The traveling staff member may receive a sufficient amount of pre-travel advance depending on the on the period of travel.

(2) All travel expense documents, including the travel ticket shall be submitted to the Finance Department following the approval of the unit manager being attached to the "Travel Expenses Declaration Form" (Attachment - 2) within 3 (three) business days after the completion of the trip. Advances not settled in due time shall be settled in the following month by deducting from the salary of the person who has received the advance.

(3) When staff members travel together with their immediate supervisor, they 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, etc.

(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 shall not be

reimbursed.

(6) The travel expenses of staff members working in the domestic or international projects having their own budgets (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 incurred within the scope of the travel, except for alcoholic beverages, are required to be documented on behalf of Yaşar University (except for vouchers, tickets). 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, every night shall be considered from the start date of the travel until the date of return and is required to be documented with hotel invoice. It is essential that the trip is realized within the period required by the job and the task.

Travel groups and spending limits

ARTICLE 7– (1) The grouping of the personnel to be assigned and the domestic and foreign expenditure limits to be paid are listed below:

a) Travel groups

Rector	1 st Group
Vice Rectors, Deans, Directors of Institutes and Colleges, Professors, Associate Professors, Dr. Faculty Members, Heads of Departments, Secretary General, Head of Units, Coordinators, Assistant Secretaries General, Heads of Departments, Directors	2 nd Group
Lecturers, Research Assistants, Assistant Directors, Chiefs, Supervisors, Officers, Technicians, Other Personnel	3 rd Group

b) Hotel and dining limits in Turkey and overseas

The hotel and meal limits to be applied for domestic and international travel shall be determined by the Board of Trustees according to the travel groups. (Amended: Approval of the Board of Trustees dated 27.10.2022)

Group	Domestic (daily spending limit)	Overseas (daily spending limit)	Domestic hotel (daily)	Overseas hotel (daily)
1. Group	Against document	Against document	Against document	Against document
2. Group	400 TL/Day	USD 60/Day	1.100 TL	200 USD
3. Group	350 TL /Day	USD 55/Day	800 TL	150 USD

It is essential to document the expenditures within this scope. Expenses that cannot be documented shall be considered personal expenses and shall not be reimbursed.

Spending limit payable to students

ARTICLE 8– (1) The principles regarding the reimbursement of 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 the approval of the Rector's Office prior to each travel.

Responsibility

ARTICLE 9– (1) The Financial Affairs Department shall be responsible for the acceptance, control and accounting of advance payment documents and statements in accordance with the time limits and rules prescribed in this directive.

Enforcement

ARTICLE 10– (1) This directive shall be effective once adopted and approved by the Board of Trustees.

Execution

ARTICLE 11– (1) The Rector of Yaşar University shall execute the provisions of this directive.

Approved by the decision of the Board of Trustees dated 19/11/2008, No 10.

TRAVEL ORDER FORM**Attachment 1**

FORM NO.			
NAME - SURNAME		TOTAL TRAVEL TIME Day(s)
TITLE		START DATE	
FACULTY		END DATE	
DEPARTMENT		TRAVEL GROUP	
PLACE/COUNTRY OF DESTINATION		MEANS OF TRAVEL	
REASON FOR TRAVEL / PROJECT			
THE AMOUNT OF THE TRAVEL ADVANCE	In figures: TL / In words: Turkish Lira		
FINANCE DEPARTMENT	CASHIER'S OFFICE		
DATE	SIGNATURE		

TRAVEL EXPENSES DECLARATION FORM

Attachment - 2

FULL NAME _____	TOTAL TIME OF TRAVEL _____ Day(s)
TITLE _____	START DATE _____
FACULTY _____	END DATE _____
DEPARTMENT _____	
PLACE OF DESTINATION _____	
TRAVEL REASON/ PROJECT _____	

Item No	Document Date	Document No	Received From	Task Subject	Amount (Foreign exchange)	Amount USD	Amount TL	Rate 1 (Foreign exchange)	Rate 2 (USD)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
TRAVELER			UNIT HEAD	FINANCIAL AFFAIRS	GRAND TOTAL				
Signature			Signature	Signature		0.00 USD	0,00 TL		

- As the amount of incentive and assignment limits in international travels are denominated in USD, the expenses made in TL or in any other foreign currency must be converted into USD.
- TL equivalent of all expenditures must be available for accounting records.
- Fill only TL column for domestic expenses.