

Regulations on Payment of Business Travel Expenses

Chapter 1. General Provisions

Article 1 (Purpose)

These Regulations aim to prescribe matters concerning the travel expenses to be paid when faculty and staff of Woosong University (hereinafter referred to as the “University”) travel domestically or internationally on official duty, thereby promoting the smooth execution of official duties and the proper expenditure of the budget.

Article 2 (Definition of Official Duty)

The definition of official duty shall be as follows:

1. Participation in various education-related activities, events, inspections, and meetings representing the University
2. Performance and execution of administrative duties of the University
3. Attendance at domestic and international academic conferences for the purpose of academic research
4. Visits to companies for employment guidance of enrolled students and graduates (including prospective graduates) and for industry-academia cooperation exchange
5. Other duties performed with the approval of the President for University business

Article 3 (Approval of Official Duty)

When intending to travel on official duty, approval of the President shall be obtained. (Amended on August 25, 2022)

Article 4 (Types of Travel Expenses)

Travel expenses shall be classified into transportation expenses, daily allowance, accommodation expenses, meal expenses, relocation expenses, family travel expenses, and preparation expenses. (Amended on August 25, 2022)

Article 5 (Calculation of Travel Expenses)

Travel expenses shall be calculated according to ordinary routes and methods. However, where it is difficult to travel according to ordinary routes and methods due to the nature of official duty, natural disasters, or other unavoidable reasons, they shall be calculated according to the routes and methods actually used.

Article 6 (Calculation of Travel Days)

The number of travel days shall be calculated based on the number of days actually required for travel. However, the number of days increased due to the nature of official duty, natural disasters, or other unavoidable reasons shall be included in the travel days.

Article 6-2 (Travel Expenses for Direct Travel from a Place Other than the Workplace)

Where a faculty or staff member residing or staying in a place other than the workplace or business trip destination travels directly from such place of residence or stay to the destination, travel expenses shall be paid from that place to the destination.

However, such expenses shall not exceed the travel expenses from the workplace or business trip destination to the destination.

Chapter 2. Scope and Method of Payment of Travel Expenses

Article 8 (Classification of Transportation Expenses)

1. Transportation expenses shall be classified into railway fares, vessel fares, airfares, and automobile fares. Railway fares shall be paid for railway travel, vessel fares for waterway travel, airfares for air travel, and automobile fares for land travel other than railway.
2. In the case of international travel, the transportation expenses under Paragraph 1 shall include tolls.

Article 9 (Payment of Transportation Expenses)

1. Railway fares, vessel fares, airfares, and automobile fares shall apply mutatis mutandis the standards prescribed in the “Public Officials’ Travel Expense Regulations.” However, where the fixed amount of transportation expenses is exceeded due to special reasons, the difference may be paid.
2. In the case of appointment and retirement of foreign faculty and staff, transportation expenses may be paid in accordance with the employment contract.
3. Where travel is conducted using official vehicles, vessels, or aircraft, the transportation expenses incurred shall be paid only to the extent of actual expenses.

Article 10 (Payment of Daily Allowance, Accommodation Expenses, and Meal Expenses)

1. The daily allowance, accommodation expenses, and meal expenses of travelers shall apply mutatis mutandis the standards prescribed in the “Public Officials’ Travel Expense Regulations,” and separate standards shall be established.
However, where travel expenses exceed the upper limit of accommodation expenses and the prescribed meal expenses (in the case of domestic travel, meal expenses are excluded) due to the nature of official duty or other unavoidable reasons, additional travel expenses may be paid within the following limits:
 - For domestic travel: within 3/10 of the standard amount
 - For international travel: within 1/2 of accommodation and meal expenses
2. Faculty and staff who wish to receive additional travel expenses under the proviso of Paragraph 1 shall apply for settlement within one week from the day following the completion of travel, with supporting documents such as credit card receipts.
3. The daily allowance shall follow separately prescribed standards in the case of international travel. In the case of domestic travel, meal expenses and transportation expenses shall be settled and paid based on actual expenses, and shall not exceed **2 MCI per day**. Meal expenses shall be calculated based on **3,000 KZT per meal**.
In the case of transportation expenses, when official vehicles are used, they shall not be paid separately, and transportation expenses used shall be supported by receipts.
However, movements not consistent with the purpose of the business trip shall not be paid.
4. Accommodation expenses shall be paid according to the number of nights of stay.
However, accommodation expenses shall not be paid for waterway travel and air travel, but where it is necessary to stay on land due to natural disasters or other unavoidable reasons, accommodation expenses shall be paid.
5. Meal expenses shall be paid according to the number of travel days.
However, for waterway travel and air travel, meal expenses shall be paid only when separately required.
6. In the case of long-term stay in the same area, the daily allowance shall be reduced in accordance with separate regulations.
However, where temporary travel to another area occurs during the long-term stay period, the duration of such travel shall be excluded and the period of stay shall be calculated.

Article 10-1 (Travel Expenses for Business Trips within the Workplace Area)

1. In the case of domestic business trips within the workplace area, an amount equivalent to one meal

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shall be paid to faculty and staff whose travel time is four hours or more.

Transportation expenses shall be reimbursed based on receipts, and **taxi** may be used for the efficient and prompt performance of official duties.

- Taxi expenses may be reimbursed when deemed necessary for the performance of official duties.
- Taxi expenses shall be reimbursed based on actual expenses, provided that they are supported by valid receipts or equivalent proof of payment.
- However, taxi expenses shall not be reimbursed in the following cases:
 - Where public transportation is reasonably available and sufficient
 - Where the use of a taxi is not directly related to the purpose of the business trip
 - Where supporting documents are not provided
- In principle, taxi expenses shall be limited to reasonable amounts, and excessive expenses may be subject to restriction or non-reimbursement.

However, this shall not apply where official vehicles or separate vehicles equivalent to official vehicles are used, or where vehicles are rented and used.

2. The term “domestic business trip within the workplace area” in Paragraph 1 refers to a business trip within the location of the University or a trip where the straight-line distance is less than 12km
3. Where faculty or staff repeatedly perform official duties within the workplace area using their private vehicles, the standards for payment of travel expenses shall be separately determined by the President.
4. The standards for payment of travel expenses in cases where overseas-based employees conduct business trips within their workplace area shall be separately determined by the President.
5. All expenses shall be supported by appropriate receipts.

Article 10-3 (Eligibility and Payment of Relocation Expenses)

In accordance with the policies of the University, where faculty or staff relocate from a residence provided by the University, or in cases of appointment, retirement, or overseas assignment, relocation expenses may be paid within the scope of actual expenses if deemed necessary by the President.

However, where relocation expenses are specified in the employment contract, such contract shall prevail.

Article 10-4 (Family Travel Expenses)

In principle, family travel expenses shall not be paid; however, where deemed necessary by the President, they may be paid in accordance with the “Travel Expense Regulations.”

However, where family travel expenses are specified in the employment contract, such contract shall prevail.

Article 10-5 (Preparation Expenses)

Where faculty or staff are assigned to a foreign country or receive an order for overseas business travel, preparation expenses may be paid within the scope of actual expenses if deemed necessary by the President.

However, where relocation expenses are specified in the employment contract, such contract shall prevail.

Article 11 (Travel Expenses for Faculty Research Presentation and Training)

Where faculty members travel domestically or internationally for research presentations (academic presentations and creative presentations), or are dispatched to domestic or international professional institutions or industries for training, travel expenses for such periods shall be paid in accordance with the “Regulations on Internal Research Fund Support.”

Article 12 (Restrictions on Payment of Travel Expenses)

Payment of travel expenses may be restricted in any of the following cases:

1. Where all expenses are borne by the University budget for business trips related to student activity guidance

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2. Where all expenses are borne by the University budget for business trips related to student field trips and off-campus practical training guidance
3. Where all expenses are borne by the University budget for business trips due to official duties and training
4. Where meal expenses used for official duties during business trips are paid from the University budget, one-half of the daily allowance shall be reduced for business trips within the workplace area, and one-half of the meal expenses shall be reduced for business trips outside the workplace area
5. Where participation fees are paid from the University budget for business trips due to official duties and training, travel expenses shall be paid excluding accommodation and meal expenses among the prescribed travel expenses
(However, this shall not apply where accommodation and meal expenses are not included in the participation fee.)
6. Even in the case of business trips due to official duties and training, where all or part of the travel expenses are paid by the organizing body of the event, the corresponding amount shall be deducted from the prescribed travel expenses

Article 13 (Special Cases for Payment of Travel Expenses)

1. Notwithstanding the restrictions on payment of travel expenses under Article 12, travel expenses may be paid where deemed necessary by the President.
2. The standards for payment of travel expenses in cases where faculty and staff travel under a business trip order for the purpose of admissions promotion shall be separately determined by the President.
3. The standards for payment of travel expenses in cases where multiple locations are visited in one day under a business trip order for the purpose of practical training guidance and industry-academia cooperation shall be separately determined by the President.

Article 14 (Adjustment of Travel Expenses)

1. Where the President deems that there is sufficient reason not to pay travel expenses due to budget shortages or other reasons, the travel expenses may be reduced or all or part thereof may not be paid.
2. Where two or more faculty or staff travel together for the same purpose, and it is deemed unavoidable for the performance of the business trip, travel expenses corresponding to the minimum necessary class required for accompanying a superior may be paid, limited to transportation expenses (excluding international travel expenses), accommodation expenses, and meal expenses.
3. Where a driver appointed to perform driving duties operates a vehicle for a business trip outside the workplace area, transportation expenses, daily allowance, accommodation expenses, and meal expenses may be paid; however, where it is evident that expenses are unnecessary or less than the prescribed amount, the travel expenses may be reduced or all or part thereof may not be paid.

Article 15 (Travel Expenses for Non-Faculty/Staff)

Where lecturers (including adjunct lecturers) or persons who are not faculty or staff are required to travel for official duties with the approval of the President, travel expenses may also be paid to such persons, and the classification of payment shall be in accordance with the “Travel Expense Regulations” of the Government of Kazakhstan.

Article 16 (Others)

Matters not specified in these Regulations shall apply mutatis mutandis the “Public Officials’ Travel Expense Regulations” and the “Standards for Handling Public Officials’ Travel Expense Affairs.”

< Appendix 1 >

Travel Expenses Payment Regulations

1. Domestic Export Equipment

Classification	Rector/Vice Rector	Dean/Leader	Professor	Staff
Daily Expenses (Daily Expenses/Food Expenses) (Actual Expense Settlement / Max)	City Area (Astan/Almaty) 4MCI Others Ares 3MCI		City Area (Astan/Almaty) 3MCI Others Ares 2MCI	
Hotel:Class (City:Almaty/Astan) (Others)	4~5 stars Max 60,000 KZT Max 40,000 KZT		3~4 stars Max :40,000 Max : 30,000	2~3 stars Max : 35,000 Max : 30,000
Transportation Expenses (Airfare)	Actual expense settlement (Economy)			

2. Overseas Business Trip

- The accommodation fee standard for each country uses the standard of Woosong University.
- However, in the case of a business trip to Korea, it is a rule to use the room and board provided by Woosong University as much as possible. However, if accommodation in other cities other than Daejeon is required due to schedules and special events, etc., it will be separate.

Classification	Rector/Vice Rector (General Director)	Dean/Director	Professor	Staff
Daily allowance	50USD		30USD	
Hotel:Class	4~5 stars 160 USD		3~4 stars 100 USD	2~3 stars 80 USD
Transportation Expenses (Based on airfare)	Actual expense settlement (Economy)			

1. If the travel hour is more than 6 hours, Rector and Vice Rector can be used as Business Grade.
2. If food and transportation are provided during a visit to Korea, 50% of the daily expenses shall be paid.
3. Where business travel involves destinations with high accommodation costs, the lodging allowance may be increased by up to 50%, provided that prior internal approval is obtained before the trip.