

## **Business Travel Policy (effective 1 January 2025)**

### **Frequently Asked Questions (FAQs)**

**Q1: I am attending a conference overseas, and I realize my project does not have enough remaining budget. I know the estimated cost of the trip, excluding airfare, will be less than the Overseas Daily Subsistence Allowance (ODSA) amount. What should I do?**

**A1:** You should pre-agree with the Budget Controller on the budget available for expenses other than airfare and seek approval for your reimbursement basis, either based on a reduced ODSA amount or actual costs of the expenses. In case of claiming the pre-agreed reduced ODSA amount, receipts and invoices will not be required for submission or checking.

You need to specify the pre-approved budget amount and the reimbursement basis when you submit the on the Pre-Trip Approval Form for approval.

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**Q2: I am leading (or will be part of) a study tour in an overseas City A. The University will cover the costs of accommodation. What should I do?**

**A2:** The Overseas Daily Subsistence Allowance (ODSA) amount covers expenses including accommodation, meals, local travel expenses and all other minor out-of-pocket expenses. Since the accommodation costs will be separately provided by the University (or other event organizers), you should pre-agree with the Budget Controller on the budget available for expenses other than accommodation, and determine your reimbursement basis, either based on a reduced ODSA amount or actual costs of the expenses. For this case, 40% of the ODSA may be a good reference.

You need to specify the pre-approved budget amount and the reimbursement basis when you submit the on the Pre-Trip Approval Form for approval.

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**Q3: I will be going to a convention in City B. While there, I plan to have a dinner meeting with a prestigious guest and provide transportation. How do I get reimbursed for these costs?**

**A3:**

ODSA is intended to cover the expenses of a staff member during a business trip. If you incur costs for a guest during the trip, you may claim the ODSA for your portion. The guest's portion of the expenses should be carved out and claimed separately. Be sure to provide detailed specifics on the Pre-Trip Approval Form for approval.

If you find it challenging to separate the staff portion from the expenses incurred for the guest, you may opt to claim reimbursement based on the actual costs of your trip. Please remember that claiming actual reimbursement is considered an exceptional case and must be declared on the Pre-Trip Approval Form.