



**JARAMOGI OGINGA ODINGA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**STAFF TRAVEL POLICY**

**MARCH, 2016**

**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**STAFF TRAVEL POLICY, 2016**

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**Policy Contact:** Deputy Vice Chancellor  
(Planning, Administration and Finance)

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*15<sup>th</sup> April 2016*

**Signed:**

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**Vice-Chancellor and Secretary to Council**  
**Prof. Stephen G. Agong'**

**Date**



*15<sup>th</sup> April 2016*

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**Chairman of Council**  
**Dr. Bonface J. Mwandotto**

**Date**

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## **ABBREVIATIONS AND ACRONYMS**

AA (K):	Automobile Association of Kenya
CoK:	Constitution of Kenya
DVC (PAF):	Deputy Vice-Chancellor, Planning, Administration and Finance
DSA:	Daily Subsistence Allowance
HoDs:	Heads of Departments
JOOUST:	Jaramogi Oginga Odinga University of Science and Technology
NTSA:	National Transport and Safety Authority
PF Number:	Personal File Number
R (PA):	Registrar, Planning and Administration.
TM:	Transport Manager
TPY:	Temporary
TRF:	Transport Requisition Form
VC:	Vice-Chancellor

### DEFINITION OF TERMS

<b>Employees:</b>	All persons gainfully contracted to deliver services for the University to achieve its mandate within respective cadres and contract types.
<b>Casual Employees:</b>	All persons employed on an hourly or daily basis and do not accrue sick/annual leave and do not have regular or guaranteed hours of work.
<b>University:</b>	Jaramogi Oginga Odinga University of Science and Technology
<b>Council:</b>	Refers to the University Council

## **1.0 Introduction**

The University is committed to ensure proper management of staff travel while maintaining the necessary controls, accountability; and compliance with applicable statutory and regulatory requirements on local and international travel.

This policy makes reference to the following legal framework: Constitution of Kenya 2010, NTSA Act 2012, Traffic Act and Occupational Safety and Health Act, 2007 and WIBA 2007, Public Finance Management Act (PFMA) 2012, Public Financial Management (PFM) Regulations 2015, Financial Management Policy, 2015 and approved Annual Budgets.

The policy covers the purpose, policy statement, scope, policy objectives; roles and responsibilities of key persons. The policy also provides a framework for implementation, overall responsibility and policy review.

## **2.0 Purpose**

To provide a framework for management of staff travel and allow for reasonable and manageable travel expenses while maintaining the necessary controls and accountability.

## **3.0 Policy Statement**

The University is committed to provide transport arrangements for staff without compromising on their safety and comfort or output of its employees while away from duty stations on official assignments.

## **4.0 Scope**

This policy applies to all staff members.

## **5.0 Policy Objectives**

To provide guidance on management of staff travel while on official assignment outside their work stations.

The specific objectives are to ensure that:

- (i) Travel and related services are procured as efficiently and as cost-effectively as possible.
- (ii) Travel and related services are offered equitably to all staff.

- (iii) Travel expenses are utilized in a transparent manner and for intended purpose.

## **6.0 Role and Responsibilities**

The University Council, the Vice-chancellor, Deputy Vice-Chancellor (Planning Administration and Finance), Heads of departments and the employees have various roles and responsibility to play to ensure successful implementation of the policy as indicated below:

### **6.1 University Council**

The Council shall demonstrate commitment to ensure implementation of the policy through approval of the policy for implementation

### **6.2 Vice-Chancellor**

The Vice-Chancellor shall support and recommend the policy to Council for approval.

### **6.3 Deputy Vice-Chancellor (PAF)**

The DVC (PAF) shall ensure effective implementation of this policy, sensitize employees and create awareness of the policy

### **6.4 Employees**

- (i) Familiarize themselves with the policy and applicable policies and procedures.
- (ii) Accurately and timely account for travel expenses attaching relevant authentic documentation
- (iii) Report any incidences that may warrant management action during official travel

### **6.5 Designated Drivers**

Drivers assigned official vehicles shall:

- (i) Ensure they maintain records of all passengers boarded
- (ii) Ensure the vehicles so assigned are properly serviced and equipped with relevant tools in case of emergency
- (iii) Maintain relevant vehicle documentation including approved work tickets, and take accurate records of vehicle mileage
- (iv) Shall not allow unauthorized persons into the official vehicles
- (v) Report any traffic incidences during the travel to the Transport Manager
- (vi) Observe utmost care while handling University vehicles and staff



- (vii) Shall ensure they are not under the influence of any drugs or alcohol that could have adverse effects on them while on the road.

## **7.0 Eligibility**

To qualify for travel support, claimants must be employees of the University.

## **8.1 Travel Planning**

### **8.1.1 Travel Approval**

The University shall offer transport services and/or approve travel expenses for official use subject to endorsement of requests by Heads of Department and approval by authorized persons.

### **8.1.3 Sponsored Travel**

Where a member of staff travels and the cost is covered either partially or fully by another party, organization or sponsoring agency, the staff shall be required to make full disclosure of such payments. The University will only pay the portion of expenses not covered by other parties, provided that prior approval has been obtained for the travel.

### **8.1.4 Combined Business and Personal Travel**

- (i) The University shall only cover the official portion of a trip when the trip is combined with personal travel. The Employee shall cover any additional costs of airfare, accommodation, meals or other incidentals that may arise from such travel.
- (ii) The same principle shall apply if an employee stays at a destination longer than is necessary for the purpose of University business. The difference in price and costs incurred, if any, will be borne by the employee.

## **8.2 Mode of Travel**

The following modes of travel shall apply:

### **8.2.1 University Vehicle**

- (i) Employees shall be required to make formal requests by completing Transport Requisition Forms (TRF) as soon as approval is granted for use of official University vehicle.

- (ii) The University shall cover all operating costs of the vehicle (including insurance); therefore, no other vehicle expense reimbursements will be made. However, tolls and fees such as ferry, bridge, tunnel, road and parking charges will be reimbursed with due justification and upon submission of authentic receipts.
- (iii) Fees for any kind of traffic offence including speeding and/or parking violations may not be reimbursed.
- (iv) Where a number of employees are travelling together, to the same destination, one convenient vehicle may be assigned to them, to reduce costs and save on time.
- (v) Any damages effected on the vehicle such as self-risk or as determined following due diligence shall be recovered from the staff member who was using the vehicle.
- (vi) The University shall not accept liability/damages for any unauthorized passengers boarded in its official vehicles.

### **8.2.2 Use of Personal Vehicle**

- (i) An employee who uses his/her own car for official duty may seek prior permission from the Vice-Chancellor or an authorized officer.
- (ii) Permission to use personal vehicle may be granted where there is no provision for an official vehicle or suitable alternative.
- (iii) When a personal vehicle is used, the employee shall be entitled to mileage claim at the rates specified in the AA (K) guidelines.
- (iv) The University shall not accept liability for loss or damage to private cars while on official duty.
- (v) While claiming mileage, the employee shall attach the copy of the vehicle's logbook to the claim form.

### **8.2.3 Travel by Air**

Air travel within and outside Kenya shall require prior approval by the Vice-Chancellor.

- (i) Authorized employees shall be expected to travel on the most direct and cost-effective class (economy) and route.
- (ii) Authorized employees shall be allowed to accumulate and utilize benefits from Frequent Flyer programs for private travel when they arise out of official travel and vice versa.
- (iii) The safest, most economic mode of transport to and from airports/stations should be used while travelling by air.

- (iv) Employees travelling outside the Country shall ensure their travel documents are valid; obtain the necessary insurance cover and update their immunization as advised by the host country.

### **8.3 Travel Allowances**

#### **8.3.1 Daily Subsistence Allowance (DSA) (Local Travel)**

- (i) When an officer is travelling on duty and stays overnight away from his/her duty station and makes his/her own arrangements for accommodation. DSA shall be paid to him/her at the rates determined by the SRC from time to time.
- (ii) Day trip allowance shall be payable where the member of staff is on official duty for at least eight (8) hours and not spending a night away from his/her work station.
- (iii) DSA shall be paid as per the applicable rates outlined in the relevant statutory documents

#### **8.3.2 Daily Subsistence Allowance (outside Kenya)**

When an officer is required to travel on official duty outside Kenya, he/she will be granted Daily Subsistence allowance at the daily rates determined by SRC from time to time.

#### **8.3.4 Meal Allowance**

Meal Allowance will be paid to officers travelling on duty within the country but who are not required to spend a night away from the permanent duty station. Meal allowances will not be paid alongside Daily Subsistence Allowance or Day trip allowance.

### **9.0 Implementation**

The overall responsibility and effective implementation of this policy shall be vested in the office of the Deputy Vice-Chancellor (PAF)

### **10.0 Effective Date**

This policy takes effect upon the date of approval by the University Council.

### **11.0 Review**

The Policy shall be reviewed after every three (3) years for suitability and/or as the need arises.