STANDARD ADMINISTRATIVE PROCEDURE

31.03.03.M0.02 Deployment Allowance and Medical Travel Allowance for Employees of TAMUQ

Approved December 20, 2005
Revised November 8, 2010
Revised November 14, 2014
Next scheduled review: November 14, 2019

Standard Administrative Procedure Statement

Texas A&M University at Qatar (TAMUQ) employees may request a deployment allowance in conjunction with approved travel. TAMUQ employees may also request a medical travel allowance in case of a serious medical condition impacting the employee or their dependents.

Official Procedure/ Responsibilities/ Process

1. GENERAL

1.1 Deployment Allowance

1.1.1 A TAMUQ employee on business travel or traveling while on approved personal leave (excluding sick leave) who travels to and/or from destinations outside of Qatar may request the use of a deployment allowance. The deployment allowance is limited only to destinations requiring extensive travel. An employee’s request may be denied if granting the allowance would place an unreasonable burden on TAMUQ’s ability to provide services of acceptable quality and quantity during the time requested.

1.1.2 No more than ten (10) working days of allowance may be used in any fiscal year (September 1 – August 31). The total number of working days of allowance for a given trip must be less than the total number of working days being used as business and/or personal days (excluding sick leave) of that same trip and shall not be greater than three (3) days.

1.1.3 Following the employee’s initial relocation to Doha, days of deployment allowance shall only be used at the destination requiring extensive travel. Up to one day of deployment allowance may be used in Doha by a new employee upon arrival in Doha during the employee’s initial relocation to Doha from a location requiring extensive travel.
1.2 Medical Travel Allowance. A TAMUQ employee or their dependents who experience a serious medical condition may find it necessary to seek specialized medical treatment outside of Qatar. In such cases, the employee may be authorized up to five (5) working days paid medical travel allowance, per medical episode. The employee seeking to use this allowance must request prior approval by submitting a written request as required by section 3.2.3 below.

2. DEFINITIONS

2.1 “Extensive travel” is defined as travel between Doha and destinations within Zone 3 (greater than 4000 miles from Doha).

2.2 A “fiscal year” is defined as the period from September 1 of a given year through August 31 of the following year.

2.3 A “serious medical condition” is defined as a non-routine, non-preventative care situation requiring immediate medical attention and treatment outside of Qatar that would qualify for sick leave per System Regulation 31.03.02, Sick Leave. Examples include a life threatening illness or accident, a situation that precludes the individual from being able to carry out routine life functions, the need for major surgery or possibility of that need, the need for major diagnostic procedures or a situation that could lead to a permanent disability if left untreated. The employee must provide appropriate medical documentation per System Regulation 31.02.02, Sick Leave.

3. RESPONSIBILITIES

3.1 Supervisors will:

3.1.1 ensure deployment allowances are administered consistently and equitably;

3.1.2 deny an employee’s request for deployment allowance if granting the request would place an unreasonable burden on TAMUQ’s ability to provide services of acceptable quality and quantity during the time requested;

3.1.3 ensure that this SAP is understood and adhered to; and

3.1.4 review and approve/deny the request for deployment allowance using TAMUQ’s leave tracking system.

3.2 Employees will:
3.2.1 request deployment allowances in advance using TAMUQ’s leave tracking system;

3.2.2 certify that their request for deployment allowance is in compliance with this SAP;

3.2.3 request medical travel allowances in writing to their immediate supervisor specifying the reason for the allowance and indicate the number of working days requested and provide appropriate medical documentation to justify the absence and necessity for treatment outside Qatar. The request will be routed through the employee’s chain of command to the Dean/CEO for approval. After approval by the Dean/CEO, TAMUQ Human Resources will enter the leave into TAMUQ’s leave tracking system; and

3.2.4 participate in the resolution of scheduling conflicts with their supervisor.

4. ADMINISTRATION

4.1 When deployment allowances are used in conjunction with business travel, the employee must submit an itinerary that includes the dates of deployment allowance usage. The employee will not receive reimbursement for any expenses while using a deployment allowance.

4.2 All requests will be administratively reviewed by TAMUQ Human Resources.

4.3 Information submitted regarding medical travel allowances will be confidentially filed in accordance with university procedures.

4.4 Family and Medical Leave: Under certain circumstances, an employee may take up to 12 weeks of leave during a fiscal year because of a serious health condition of the employee, or to care for a child, spouse, or parent with a serious health condition. Family and Medical Leave runs concurrent with medical travel allowances (for more information see System Regulation 31.03.05, Family and Medical Leave).

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Contact Office

For SAP interpretation or clarification, contact TAMUQ Human Resources.

OFFICE OF RESPONSIBILITY: TAMUQ Human Resources