

FINANCIAL ASSISTANCE FOR OFFICIAL TRAVEL

Where financial assistance is granted during Travel for Administrative Duties (Admin Travel), Travel for Academic Purposes (Acad Travel) or Sabbatical leave, it may cover one or more of the items indicated below.

This document does not cover financial assistance for travel due to Overseas Consultation Work or Other Paid Work in NUS.

Financial Assistance	Travel for Administrative Duties	Travel for Academic Purposes for Academic staff, Overseas Training Trips for Executive & Administrative staff	Sabbatical
Airfare	<ul style="list-style-type: none"> Return airfare by most economical and direct route, including visa fee if applicable. Business class airfare may be provided to the following staff for flights which are more than 6 hours long: <ul style="list-style-type: none"> (a) Deans, Vice Deans, Heads of Official Departments, Directors of University-Level Research Institutes/Centres and above appointments; or (b) Holders of Chairs who are full Professors other than Dean's Chair; or (c) Executive staff who are Heads of Official Departments; or (d) Staff whose airfares are funded via external project grants, subject to approval by the external funding agency. Premium economy airfare may be provided to the following staff for flights which are more than 6 hours long: <ul style="list-style-type: none"> (a) Deputy Heads of Teaching and Administrative Departments, Research Institutes and Centres; or (b) Directors of Administration, Finance, HR in Faculties; or (c) Associate Deans in faculties. 	<ul style="list-style-type: none"> Return airfare by most economical and direct route (i.e. least-cost logical airfare as recommended in Concur), including visa fee if applicable. Business class airfare may be provided to the following staff for flights which are more than 6 hours long: <ul style="list-style-type: none"> (a) Holders of Chairs who are full Professors other than Dean's Chair; or (b) Staff whose airfares are funded via external project grants, subject to approval by the external funding agency. 	

Financial Assistance	Travel for Administrative Duties	Travel for Academic Purposes for Academic staff, Overseas Training Trips for Executive & Administrative staff	Sabbatical
Airfare for child*/child's caregiver *up to 12 years of age	N.A.	Reimbursement for up to 3 return air tickets per staff by the most economical and direct route over a 3-year period [^] , and subject to the applicable internal reimbursement cap set by respective faculties. This reimbursement is taxable and subject to CPF contribution as benefits-in-kind. [^] 3-year period refers to 3 calendar years starting from the year of first claim e.g. if first claim is made in 2023, the first 3-year period will be from 1 January 2023 to 31 December 2025, and the second 3-year period will be from 1 Jan 2026 to 31 Dec 2028, and so on. <i>Note: Where such trips are funded by grants (irrespective of the funding source of the individual's appointment), this provision is not applicable as funds usage is subject to the terms and conditions of the respective grants.</i>	N.A.
Other Transport	Other modes of transport (e.g. train fare; car rental which includes fuel and applicable toll charges) in place of connecting/domestic flight, if approver is satisfied that staff is travelling via the most optimal mode of transport such that expenditure may be kept minimal while enabling staff to perform duties effectively and efficiently.		N.A.
Ground Transfers / Local Transport	Airport transfer; and transport between hotel and meeting venue. Local transport claims for official trips within Singapore will follow the "Policy and Procedures For Local Transport Claim for Official Journeys within Singapore" set by the Office of Finance. Transport claims for attendance at locally-held seminars and conferences are allowed if such attendances are funded by external project grants and the budget approved by the granting agency allows for the local transport claims.		N.A.
Hotel	If the period of travel is less than 5 months continuously, staff may book either - (1) Conference hotels; or (2) Hotels in booking.com If staff stays in a hotel accommodation with family / friends, NUS will pay up to the single occupancy room rate prevailing at the time of booking in Concur. If the period of travel is at least 5 months continuously, hotel will not be provided for separately. Instead, staff will be provided up to \$1,500 per month as specified under "Subsistence Allowance".		N.A.

Financial Assistance	Travel for Administrative Duties	Travel for Academic Purposes (Conference/Seminar/Workshop, Research, Fieldwork or Short Courses), Overseas Training Trips for Executive & Administrative staff	Sabbatical
Subsistence Allowance	<p>The subsistence allowance is meant as a per diem reimbursement for business expenses incurred during overseas business trips. It helps to defray incidentals i.e. meals, laundry, tipping (if it is customary in the country of travel). If all the incidentals are already provided for or are not incurred, then subsistence allowance need not be provided for.</p> <p>Travellers are required to declare their subsistence allowance claims based on the business travel days submitted in NUS Concur and to attach a copy of the conference programme / itinerary as supporting documents.</p> <p>For travel period less than 5 months continuously, staff members may claim daily subsistence allowance rates pegged to IRAS acceptable rates (updated every January) and subject to the conditions stated in "Points to note on provision of financial assistance":</p> <p>For travel period of 5 months or more continuously, up to S\$1,500 monthly allowance will be given during the travel period, excluding vacation leave days.</p> <p>The subsistence allowance serves to reimburse the business expenses incurred by staff members by easing the administrative burden for them to submit actual receipts. NUS' subsistence rates are pegged to IRAS published acceptable rates, commensurate with the typical business travel expenditure in each country.</p>		Up to \$1,500 per month, regardless of overseas destination.
Fees	Registration fees; fees for short courses; and other compulsory fees, where applicable.		
Official Telephone / Internet Charges	Reimbursable for official business.	Only internet charges for research purposes may be reimbursed via the Principal Investigator's Indirect Research Costs (IRC).	N.A.
Overseas Medical Benefits and Insurance	Staff members are encouraged to refer to the details on their eligibility and coverage for overseas medical benefits and insurance available from https://nusu.sharepoint.com/sites/corporate/policies/hr2/benefits/overseas-medical-benefit-scheme.pdf . Additional coverage will be borne by staff.		

Note:

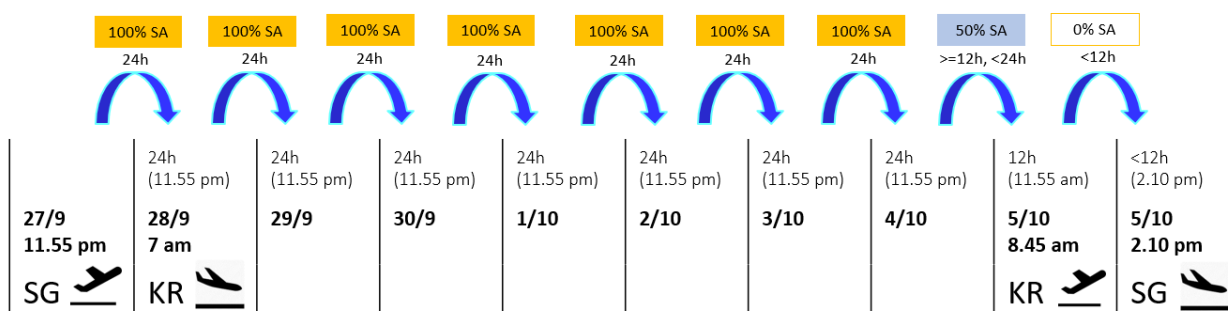
- Staff who are travelling overseas for postgraduate studies, postdoctoral training and/or approved nominated scholarships/fellowships will be placed on Long Term Study leave (formerly Acad leave) and any subsistence allowance will be provided as a separate monthly allowance instead.

POINTS TO NOTE ON PROVISION OF FINANCIAL ASSISTANCE

1. The University may, but shall not be obliged to grant a staff member financial assistance in respect of his travel requests for academic purposes or sabbatical.
2. In considering an application for financial assistance, the University may take into account any financial assistance or remuneration that staff members may receive from outside sources.
3. The [daily subsistence allowance](#) is subject to the following conditions:
 - a. Up to 100% of subsistence allowance is payable for every 24-hour travel period regardless of the number of meals provided. Up to 50% of subsistence allowance is payable if the travel period is at least 12 hours but less than 24 hours.
 - b. Computation of subsistence allowance starts from time of departure from the originating country of duty and ends at time of arrival in the originating country. If necessary, the arrival and departure may be arranged for up to 1 day before and 1 day after the scheduled programme.
 - c. Dates and times of departure from and arrival at the originating country must be provided if request for subsistence allowance is made.

An illustration of subsistence allowance computation is given below:

Subsistence allowance (SA) for travel dates between 27 Sep 2023 and 5 Oct 2023 (Hotel: 7 nights)



4. As a general rule, staff members on Acad / Admin travel are **not** allowed to receive employment income from other party or organisation, except honorarium payments received as a conference speaker / member of an academic committee or stipend received to defray maintenance expenses as part of a scholarship fellowship.
 5. When hosting a business meal for work purposes, staff can claim **either** their own meal expense for the business meal **or** the subsistence allowance for that day. If staff is claiming subsistence allowance for that day, staff can only claim reimbursement for meal expenses incurred by the guest(s), and cannot claim their own meal expense.
- Please also refer to OFN's [Business meals and Employee-related Functions policy](#) for more details.
6. Financial assistance should not be provided on days when the staff member did not apply for Acad / Admin travel e.g. for the period of personal travels before and/or after their official trips, except for the 2 sets of ground transfers, i.e. the equivalent of home-airport / host country airport-hotel transportation.
 7. Staff members will not be allowed to undertake consultation work during any period of travel (with the exception of Sabbatical Leave) approved in Concur. Consequently, staff members should not be claiming any travel expenses in connection to consultation work (such as Subsistence Allowance) for the period of travel approved in Concur.
 8. Staff members may apply for a reasonable period of Admin / Acad travel (up to 2 days) before and / or after the programme / meeting in the following scenarios:

- i. the programme starts early in the morning and / or ends late in the evening;
 - ii. there is long travel time (domestic travel via air, land or sea) such that it becomes necessary to arrive up to 2 days before or leave up to 2 days later; or
 - iii. there is no available flight.
- 9. Information on the Overseas Medical Benefits Scheme and insurance provided by the University, including the claims procedures, is available at <https://nusu.sharepoint.com/sites/corporate/policies/hr2/benefits/overseas-medical-benefit-scheme.pdf>.
- 10. For further information (e.g. flight and hotel booking policy and process), please also refer to OFN's [Travel & Expense policy](#).