DUKE POLICY ON TRAVEL TO DUKE KUNSHAN UNIVERSITY

Purpose

Duke University faculty and staff will routinely travel to Duke Kunshan University in Kunshan, China to teach, work, promote academic, cultural, and scientific exchange, conduct business, present lectures, attend conferences, seminars and other business meetings. This policy is designed to ensure cost-effective and equitable purchase of airline tickets and other common expenses, and that travel and in-country support is coordinated, proper visa and immigration regulations are followed, and related expenses are monitored.

General

1. This policy applies to all Duke faculty and staff traveling to Duke Kunshan University regardless of the trip purpose, source of funds or length of visit.

2. The Duke Kunshan University Travel Form should be completed for all trips and submitted to the Duke Kunshan University Support Unit.

3. Exceptions to this policy will be handled through individual appointment/assignment letters or by approval of the appropriate Duke or Duke Kunshan University administrator.

4. Reimbursement by Duke for Duke Kunshan University fall semester expenditures must be processed by January 15, and reimbursement for Duke Kunshan University spring semester expenditures must be processed by June 30.

Travel Funded by Duke University

The Duke Kunshan University Travel Form should be completed for all trips and submitted to the Duke Kunshan University Support Unit. Travel should be approved in advance by Duke sponsoring entity.

General

- Duke faculty and staff should follow normal Employee Travel and Reimbursement policies and processes for Foreign Travel and Payments Related to Obtaining Travel Documentation.

Airfare

- Duke faculty and staff should follow normal Employee Travel and Reimbursement policies and processes for Foreign Travel.
- Duke permits but does not require or guarantee business class travel on transcontinental flights. The class of service for travel to China is decided by the Duke entity sponsoring and funding the trip.

Ground Transportation and Lodging

- Duke faculty and staff should follow normal Employee Travel and Reimbursement policies and processes for Foreign Travel.
- Duke Kunshan University will coordinate ground transportation to/from the airport in China. The traveler will pay Duke Kunshan University for this service using a Duke P-Card.
- Duke faculty and staff may stay at the Duke Kunshan University Conference Center at a rate of RMB330 per night. The traveler will pay Duke Kunshan University for this service using a Duke P-Card.
The Duke Kunshan University Travel Form should be completed for all trips and submitted to the Duke Kunshan University Support Unit. Travel should be approved in advance by Duke Kunshan University.

### Airfare
- Duke Kunshan University will make reservations with payment directly to the airline for approved travel.
- Duke Kunshan University permits but does not require or guarantee business class travel on transcontinental flights.
- Generally, Duke Kunshan University will provide Duke faculty and Duke staff at the director level and above one roundtrip business class ticket up to $8,000 per assignment. For those with approved business class travel, two economy or economy plus tickets up to $8,000 can be provided for two Duke Kunshan University-related trips for the employee per assignment, or one for the employee and one for a dependent traveling with the employee.
- If the business class airfare exceeds $8,000, the Duke faculty or staff member or a Duke department has the option to pay the difference. If the excess cost is caused by extenuating circumstances, the Duke faculty or staff member may seek approval for the excess costs from Duke Kunshan University.
- Duke Kunshan University will provide all staff below the director level an economy or economy plus airfare for each assignment. For those employees with written approval to fly business class, the Duke sponsoring entity may provide funding for the difference between the economy or economy plus ticket and the business class ticket.
- If there are other travel expenses such as lodging during layovers or rental cars, the Duke faculty or staff may seek approval for the excess costs from Duke Kunshan University with proper documentation.

### Visa and Passport
- Fees associated with securing the appropriate entry visa to China (including the travel to the Embassy in Washington, DC, if required), photographs, mailing, visa expediting and fees imposed by the Embassy or Consulate, will be reimbursed by Duke Kunshan University or the traveler’s sponsoring entity.
- Passport fees, including renewal, adding pages or securing a second passport, are the responsibility of the Duke faculty or staff member. Faculty discretionary funds may be used to pay for these fees if there is an immediate business purpose.
- Fees associated with accompanying dependents, including the costs of passport(s), entry visa fees, work or residency permits, remain the responsibility of the Duke faculty or staff member. Faculty discretionary funds may not be used to pay for these fees.

### Duke P-Card
- Duke faculty and staff traveling to Duke Kunshan University should not use their Duke P-Cards unless conducting Duke-specific business activities. The Duke Kunshan University Accounting Team will provide reimbursement for Duke Kunshan University expenses by means of direct payments to vendors, an advance from petty cash or cash reimbursement.

### Lodging
- Duke Kunshan University will provide lodging at the Duke Kunshan University Conference Center or equivalent accommodations.
Ground Transportation

- Reimbursement will be provided for the cost of transportation to/from the Duke faculty or staff member’s home to RDU International Airport. If personal funds are used, proper documentation can be provided to the Duke Kunshan University Accounting Team for immediate reimbursement.
- Duke Kunshan University will coordinate and pay for ground transportation to/from the airport in China.
- With advanced notice, Duke Kunshan University can coordinate ground transportation to/from the airport for dependents traveling separately but the cost will be the responsibility of the Duke faculty or staff member and must be paid directly to Duke Kunshan University. The traveler will pay Duke Kunshan University for this service using cash or a personal credit card.
- Duke Kunshan University provides a free shuttle bus for local transportation. Duke Kunshan University will not reimburse travelers for rental cars.

Meals

- Reimbursement will be provided for meals incurred on the day of air travel to/from Duke Kunshan University. If personal funds are used, proper documentation can be provided to the Duke Kunshan University Accounting Team for immediate reimbursement.
- For trips lasting up to two weeks for the visitors providing operational support to Duke Kunshan University, a Duke Kunshan University Conference Center meal card will be provided by Duke Kunshan University to travelers for breakfast, lunch and dinner. Meals purchased outside of the Duke Kunshan University Conference Center will be reimbursable by Duke Kunshan University with proper documentation (e.g., Fapiao for purchases within China) according to Duke Kunshan University’s Travel and Hospitality Standards.
- For trips lasting more than two weeks, no meal cards are provided. Meals are considered a personal expense and will not be reimbursed. Subsidized on-campus dining is available.

Employee Health Travel Clinic

- For trips under 90 days, the Duke faculty or staff member has the option to have a basic travel visit to review health and immunization history and to get immunizations and travel prescriptions. Related expenses will be covered by Duke Kunshan University.
- For trips over 90 days, the Duke faculty or staff member is required to have a Duke Kunshan University Travel/Work Permit exam. Related expenses will be covered by Duke Kunshan University.
- To schedule an appointment with the travel clinic within Employee Occupational Health and Wellness (EOHW), call 919.684.3136. Complete the Travel Questionnaire online through the EOHW website. The Duke Kunshan University Support Unit will provide the required IR Form for the visit.

Incidentals

- A laundry facility at the Duke Kunshan University Conference Center is available for use at Duke faculty or staff member’s expense.
- Converters/adapters are not a reimbursable expense by Duke Kunshan University.
- Wi-Fi service on flights to/from Duke Kunshan University is not a reimbursable expense by Duke Kunshan University without written justification.

Direct questions about this policy to:
Duke Kunshan University Support Unit | Telephone: (919) 684-3501 | DukeKunshanSupport@duke.edu