



# **Qatar Research, Development, and Innovation [QRDI] Council**

## **[QRDI Travel Policy]**

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## Record of Amendments

Ver. No	Date of Publication	Description of Change
00	August 2012	Initial Release
01	July 2016	Enhancement to the policy after adding the per-diem rates
02	February 2021	Revised Policy and addition of quarantine fees under non allowable costs.
03	March 2023	Updating the policy and consolidating the above versions under QRDI policy (as a result of QNRF integration under QRDI)

## Purpose

This Policy establishes principles for determining travel, lodging, transportation and other travel-related costs (together called “travel costs”) applicable to all QRDI grants. The principles of this policy are designed to provide that QRDI bears its fair share of total travel costs, determined in accordance with generally accepted accounting principles.

## Scope

All awardee institutions receiving QRDI grant funding are required to comply with this Policy. This Policy shall apply to all programs/calls, as applicable, launched and announced by QRDI from the year 2023 onwards.

All travel costs shall be in accordance with this Policy, the QRDI-approved budget and in compliance with the awardee institution’s travel policy.

The provisions of this Policy shall be effective from the date of publication.

## Terms and Abbreviations

Term	Definition
QRDI	Qatar Research, Development and Innovation
Awardee	A “Submitting Institution” awarded grant(s) from QRDI and is a party to the Notice of Award Agreement.
Sub-awardee	A research institution inside or outside the State of Qatar that is collaborating with the Awardee under its responsibility to conduct the research project as identified in the original research proposal.

\*All terms and definitions can be found in QRDI Grants Terms and Conditions

# Policy

## QRDI Travel Costs Principles

Travel costs are the expenses for transportation, accommodation, subsistence, and related items incurred by employees of the awarded institution (sub-awardee(s) included under the term “awardee institution”) who are in travel status on official business related to the project. Such costs are covered by the per diem for charges consistent with those normally allowed in like circumstances in the institution’s sponsored activities.

### 1. Accommodation and Subsistence

Costs incurred by employees and officers, excluding consultants, of the awarded institution for travel, including costs of accommodation, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution’s written travel policy and in compliance with the per diem rates set by QRDI which are subject to changes annually. [See Appendices A and B]

### 2. Air Travel

Airfare costs in excess of the customary standard airfare (economy/coach or equivalent), are unallowable except when it would result in additional costs that would offset the transportation savings. Any unjustified stopover shall not be allowed.

The difference between economy airfare and higher-class airfare is unallowable using QRDI funds. A train, bus or other surface carrier may be used in lieu of or as a supplement to air travel at the lowest rate by the transportation facility used. The awardee institution may use its own funds to pay the difference to a higher-class airfare. The allowance paid by the awardee institution to cover the difference between economy or coach and the highest-class airfare, if allowed by the awardee institution’s travel policy, is not reimbursable from the QRDI grant.

All travel costs for consultants must be paid by the awardee institution and are not reimbursable from the QRDI grant. [See Appendices A and B]

### 3. Other Transport

Costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered, related to the grant are allowable. When such costs can be readily identified with the items involved, they may be charged directly as transportation costs. Where identification with the materials received cannot be readily made, transportation costs may be charged to the appropriate awarded institution according to its institutional policy; the institution may request reimbursement from the grant, if the cost of transportation is reimbursable under the terms of the Grant Agreement.

All travel costs for consultants must be paid by the awardee institution and are not reimbursable from the QRDI grant. [See Appendices A and B]

### 4. Participation at Conferences

Participation at conferences and meetings shall be allowed only for cases in which the research team members will present scientific paper(s) or other research outcomes related to QRDI projects, except for UREP only students are allowed to present in conferences. Travel costs for attendance at one research conference per year is also allowed for PDRA post-doctoral scholars. All travel costs for consultants must be paid by the awardee institution and are not reimbursable from the QRDI grant. [See Appendices A and B]

### 5. Certification of Charges

To assure that expenditures for a project are proper and in accordance with the terms of the Grant Agreement and approved project budget, the annual and/or final fiscal reports requesting payment will include a certification, signed by an authorized official of the awardee institution, which reads as follows: "I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the provisions of the application and award documents."

## **Enquiries**

For any enquiries on this policy, please submit a ticket through the QRDI Help Centre at <https://support.qrdi.org.qa/> .

## **References**

QRDI per-diem rates on QRDI portal

# Appendices

## Appendix A: Allowable Costs

### Allowable Costs

- Travel costs paid by a QRDI grant shall not be covered by other sources.
- All Airfares must be managed in accordance with this Policy and the approved budget by QRDI. This Policy applies to all Research Team Members, excluding consultants, of the awarded institution (sub-awardee(s) included under the term “awardee institution”). All airfare(s) paid or reimbursed using QRDI funds must be standard airfare (economy/coach).
- QRDI encourages its awardees to use the national carrier, Qatar Airways, whenever possible and feasible.
- All travel costs for consultants must be paid by the awardee institution and are not reimbursable from the QRDI grant.
- Travel per diem amount shall be in accordance with the approved budget by QRDI for a given awarded project. QRDI per diem rates are available on the RO Q-Grants dashboard via <https://ro.qgrants.org/> – (Important Documents & Links). The awarded institutions are required to comply with the per diem established by this Policy which are subject to change.
- As applicable<sup>1</sup>, for Research Team members, excluding consultants, who specifically travel to and from Qatar to conduct QRDI funded research, the cost of travel (visa, tickets, accommodation and per diem or relevant personnel compensation) will be **charged to the budget of the institution in which the research team members are affiliated with, whether inside or outside Qatar**. Visa fees, shipment of passports by mail or express mail, and inoculations are allowable when they are related to a specific project as a necessary condition of fulfilling the travel assignment and completing the research project.
- If the airfare(s) were not purchased by the awardee institution, the airfare costs may be reimbursed to the Research Team Member(s) that are the awardee institution’s employees and officers, in accordance with this Policy and the approved budget by QRDI after receiving an invoice/statement of the original airline ticket or e-ticket. The

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<sup>1</sup> This may vary on some calls, please refer to the relevant call/program RFA for any special conditions



receipt must show the method of payment and indicate that payment was made by the Research Team Member(s). This provision applies to the sub-awardee institution's employees and officers. All travel costs for consultants must be paid by the awardee institution and are not reimbursable from the QRDI grant.

- Registration fees for conferences and meetings related to the project or to present QRDI supported project outcome(s) may be prepaid by the awardee institution in accordance with this Policy and the approved budget by QRDI. Business-related banquets or meals that are considered as (unpaid) part of the conference can also be paid along with the registration fees.
- If the conference fees were not prepaid, the awardee institution may reimburse these costs to the Research Team member(s), excluding consultants, in accordance with this Policy and the approved budget by QRDI. Original receipts/invoices to support the payment are required. If the conference does not provide receipts, a credit card slip/statement or proof that the amount was paid shall be required.
- Registrations and Conference fees shall be budgeted under Miscellaneous, please refer to the budget component document.
- Ground transportation (train, bus, car, taxi, rental vehicles, etc.), either inside or outside Qatar, shall be managed in accordance with this Policy and the approved per diem budget by QRDI and in compliance with the awardee institution travel policy. All travel costs for consultants must be paid by the awardee institution and are not reimbursable from the QRDI grant.
- Research Team members are expected to travel by standard class rail. Purchases of "open-ended" rail tickets are not allowed using QRDI funds.
- QRDI will request full reimbursement from the awardee institution for all the travel costs incurred by the awardee institution's Research Team Members (sub-awardee(s) included under the term "awardee institution") from QRDI funds that are not allowable according to this Policy and the QRDI approved budget. QRDI reserves the right to implement other enforcement actions to preserve QRDI's interest.

## **Appendix B: Non-Allowable Costs**

The following travel costs are not allowable under any of the QRDI funding programs:

- Airline club memberships and seat upgrades.
- First and Business Class Tickets.

- All arrangements regarding additional charges for missed flights, cancellation fees, and refunds pertinent to a QRDI approved travel are the sole responsibility of the awardee institution, and/or the Research Team Members.
- Private companies' fees for visa processing when not required as a specific and necessary condition of the travel assignment.
- Personal Trips in conjunction with Business Trips.
- All travel costs for consultants.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view channels, in-theatre movies, social activities, sightseeing tours, museums visits or fishing trips, etc.
- Travel accident insurance premiums or purchase of additional travel and health insurance.
- Additional costs for travel, accommodation, meals, or other expenses for spouses or other family members or dependents.
- Flowers, perishables, gifts.
- Costs related to loss of or damage of personal luggage or other personal effects during travel.
- Expenses associated with the recruitment of research team members.
- Other expenses not directly related to the business travel.
- Quarantine Fees
- Laundry and dry-cleaning fees
- Local or international calls