

## **23.Travel Expense Regulation for School Staff Member**

Department in charge: Academic Affairs Team 1073-4 · General Affairs and Human Resources Team 1143-4

Established on Jun. 1, 1995 regulation No.1  
Amended on Nov. 1, 1995 regulation No.4  
Amended on Jun. 2, 2005 regulation No.70  
Amended on Aug. 20, 2010 regulation No.133  
Amended on Oct. 31, 2011 regulation No.151  
Amended on Jul. 10, 2012 regulation No.163  
Amended on May. 1, 2015 regulation No. 209  
Amended on Dec. 1, 2016 regulation No. 234

**| Chapter 1 General Provisions | Chapter 2 Domestic Travel Expenses |  
| Chapter 3 Overseas Travel Expenses | ADDENDUM | Attached Tables |**

### **Chapter 1 General Provisions**

#### **Article 1 (Purpose)**

This regulation shall be to specify matters related to the travel expenses paid when faculty members or staff members (hereinafter referred to as "School Staff Members") of Handong Global University (hereinafter referred to as "University") go on official trips within the country or abroad.

#### **Article 2 (Kinds of Travel Expenses)**

Travel expenses shall consist of fares, local transportation expenses, food expenses, accommodations expenses, and per diem.

#### **Article 3 (Calculation of Travel Expenses)**

1. Travel expenses shall be calculated based on the usual routes, provided that if calculating based on the usual routes is difficult for the type of duties or under an unavoidable situation, however, travel expenses shall be calculated based on the routes that were actually passed.
2. If a trip goes through several destinations, the travel expenses shall be calculated based on the shortest routes.

#### **Article 4 (Calculation of the Number of Days of Official Trips)**

The number of days of official trips shall be determined based on the number of days spent for the works intended by the official trips; however, the number of days of stay due to disease or unavoidable reason shall be added to the number of days of official trips, provided that medical

certificates or clear evidences are presented.

### **Article 5 (Exceptions to the Payment of Travel Expenses)**

1. In case of justifiable reasons, the president may reduce the specified amount of travel expenses or choose not to pay all or part of the travel expenses.
2. When 2 or more school staff members travel together for the same purpose, the travel expenses corresponding to the highest position among those held by the school staff members making the official trip shall be paid.
3. When an official trip is made using a vehicle of the university, fares and local transportation expenses shall not be paid; however, toll fees shall be paid on an actual expense basis.

### **Article 6 (Travel Expenses of Persons with Substitute Appointments or Acting Appointments)**

Persons with substitute appointments or acting appointments shall be paid the travel expenses corresponding to substitute position or acting position.

### **Article 7 (Official Trip Report)**

Any school staff member coming back from an official trip shall immediately submit an official trip report. However, simple or confidential matters may be reported orally.

### **Article 8 (Travel Expenses of Persons Other Than School Staff Members)**

1. The travel expenses of a person other than a school staff member at the university who makes an official trip in relation to work for the university as entrusted to him/her shall be paid based on the travel expenses decided by the president.
2. When considered particularly necessary for the purpose of official trip by the president, the person going on an official trip may be accompanied by his/her spouse; in this case, the travel expenses of the spouse shall be the same as those of the person making the official trip except for the accommodations expenses (50% of the accommodations charges of the person making the official trip to shall be paid for the spouse).

## **Chapter 2 Domestic Travel Expenses**

### **Section 1 Fares**

#### **Article 9 (Classification of Fares)**

Fares shall be classified into rail fare, ship fare, airfare, and vehicle expenses. Rail fare are paid for official trips using railways, ship fare, for official trips using vessels, airfare, for official trips using planes, and vehicle expenses, for official trips using cars.

## **Article 10 (Payment of Fares)**

Rail fare, ship fare, airfare, and vehicle expenses shall be paid pursuant to the attached Table 1.

### **Section 2 Local Transportation, Food and Accommodations Expenses, and Per Diem**

## **Article 11 (Payment)**

1. Local transportation, food and accommodations expenses, and per diem shall be paid pursuant to the attached Table 1.
2. The local transportation expenses, food expenses, and per diem specified in Clause 1 shall be paid based on the number of days of the official trip, and accommodations expenses, on the number of nights of stay, provided that if the university or another institute shoulders the education/training expenses and etc., including food or accommodations expenses, however, only the local transportation expenses and per diem shall be paid.

### **Section 3 Travel Expenses of Retiree or Temporary Retiree**

## **Article 12 (Travel Expenses of Retiree or Temporary Retiree)**

When a retiree or temporary retiree is ordered to go on an official trips for the purposes of work transfer or wrapping up the remaining works, the travel expenses corresponding to the previous or the current position held shall be paid.

### **Chapter 3 Overseas Travel Expenses**

## **Article 13 (Fare)**

1. Fares are classified into rail fare, ship fare, airfare, and vehicle expenses are inclusive of travel taxes.
2. Rail fare, ship fare, and vehicle expenses shall be paid on an actual expense basis, and airfare, pursuant to the attached Table 2.

## **Article 14 (Per Diem, Food Expenses, and Accommodations Expenses)**

1. Per diem, food expenses, and accommodations expenses shall be paid pursuant to the attached Table 3.
2. The per diem and food expenses shall be paid pursuant to the number of days of official trips, and accommodations expenses, on the number of nights of stay; if such expenses are paid by the inviter, however, only the per diem shall be paid.

## **Article 15 (Payment of Other Expenses)**

When deemed necessary, the president may pay other expenses based on the criteria as follows:

1. Activity expenses shall be paid after the president writes down the amounts and signs the corresponding document.
2. Other expenses such as book purchase expenses, communication expenses, interpretation expenses, car rental, participation fees, admission fees, etc., shall be paid on an actual expense basis.
3. Expenses incidental to processing such as passport fees and immigration taxes shall be paid on an actual expense basis.

### **ADDENDUM**

This regulation shall enter into force as of June 1, 1995.

### **ADDENDUM**

This amended regulation shall enter into force as of November 1, 1995.

### **ADDENDUM**

This amended regulation shall enter into force as of June 2, 2005.

### **ADDENDUM**

This amended regulation shall enter into force as of September 1, 2010. (Aug. 8. 20, No.133)

### **ADDENDUM**

This amended regulation shall enter into force as of November 1, 2011.(Oct. 31, 2011, Regulation No.151)

### **ADDENDUM**

This regulation shall be repealed as of July 22, 2012. (Amended on Jul. 10, 2012 regulation No.163)

### **ADDENDUM**

This amended regulation shall enter into force as of May 1, 2015.(Amended on May. 1, 2015, Regulation No.209)

### **ADDENDUM**

This amended regulation shall enter into force as of Dec. 1, 2016.

[Attached Table 1]

**Table of fixed amounts of domestic travel expenses**

(unit: KRW)

Division	Fare			Local Transportation Expenses (per day)	Food Expenses (per day)	Accommodations Expenses (per night)	Per Diem
	Rail Fare	Ship Fare	Airfare Vehicle Expenses				
President	Special room	Ordinary class	Business class/Deluxe class	Actual expense	40,000	Actual expense	Actual expense
Vice president	Special room	Ordinary class	Business class/Deluxe class	15,000	30,000	100,000	10,000
Dean Associate dean Professor	Ordinary room	Ordinary class	Economy class/Deluxe class	15,000	27,000	80,000	10,000
Team Manager Associate professor Assistant professor	Ordinary room	Ordinary class	Economy class/Deluxe class	15,000	24,000	70,000	10,000
Staff Member lower	Ordinary room	Ordinary class	Economy class/Deluxe class	15,000	21,000	60,000	10,000

(Amended on Dec. 1, 2016)

- Remarks: 1. Fares shall be paid pursuant to those permitted by the government; discounted fares shall be paid whenever applicable. When using railways, rail fare shall be paid corresponding to the highest class of the line.
2. When private cars are used, the vehicle expenses shall be paid based on a fixed amount of the actual expense by calculating the maximum value by section. For this, oil prices shall be paid based on the gasoline retail prices announced by the Korea National Oil Corporation (KNOC) and the base price shall be changed by quarter.
- Basis for one-way travel

Section (km)	Oil prices	Toll fee, etc.
1 ~ 50	Gasoline retail prices announced by the Korea	0
51~100		5,000
101~150		8,000
151~200		11,000

	National Oil Corporation (KNOC) ( B a s i s : 10km/L)	
201~250		14,000
251~300		17,000
301~350		20,000
351~		23,000

(Amended on Dec. 1, 2016)

3. When private cars are used to take trains, for Dongdaegu station, a fixed amount for oil cost and highway toll fees and actual parking charges shall be paid. For Singyeongju station, a fixed amount for oil cost and actual parking charges, and for Pohang station, the actual parking charges shall be paid.
4. When a faculty member stays at a house of his/her relatives, not at an accommodation, accommodations expenses of 25,000 won shall be paid per night. If two or more members use a private car, vehicle expenses shall not be paid to fellow passengers.  
(Newly Established on Dec. 1, 2016)

※ Criteria for the fixed amount of travel expenses

- <Deleted on Dec. 1, 2016>
- Parking charges (per day): Pohang station (5,000 won), Singyeongju station (5,000 won), Dongdaegu station (13,000 won)

[Attached Table 2]

**Table of fixed amounts of international airfare**

<b>Division</b>	<b>Airfare</b>
President	Fixed amount for business class
School Staff Member	Fixed amount for economy class

- Remarks: 1. <Deleted> (Jun. 2, 2005)
2. The criteria above shall apply to cases of inland travel, too.
  3. If the seats of classes within the criteria above cannot be reserved owing to circumstances, lower classes shall be selected.

[Attached Table 3]

**Table of fixed amounts of overseas travel expenses**

(unit: USD; for Japan, the unit is JPY)

Division	Per Diem		Food Expenses		Accommodations Expenses				
	Japan	Other Countries	Japan	Other Countries	Japan	Asia	Middle East	North America Europe	Other Countries
President	8,500	60	12,500	90	25,000	200	200	220	170
Vice president	8,500	60	11,000	80	20,000	150	170	170	150
Dean Associate dean Professor	8,500	60	11,000	80	18,000	130	150	150	130
Team Manager Associate professor Assistant professor	7,000	50	9,500	70	16,000	110	140	140	110
Staff Member lower	6,000	45	9,000	65	14,000	100	130	130	100

(Amended on Jul. 10, 2012)