



Frequently Asked Questions

1) What is the process of payment of Annual Travel Allowance?

Regular Employees with no fixed term contract: Annual Travel Allowance will be paid fully in advance in January each year to all eligible employees and their eligible dependents.

Employees on fixed term contract: If the contract end date is after December 31 of the travel allowance year, Annual Travel Allowance will be paid fully in advance in January each year to the eligible employee and their eligible dependents. If the contract end date is before December 31 of the travel allowance period, a pro-rated Annual Travel Allowance – up to the contract term – will be paid to the eligible employee and their dependents.

Post Docs – Annual Travel Allowance is paid in arrears for the completed year on the Post Doc contract for the eligible Post Doc and their dependents. Please refer to the Post Doc FAQs for further information.

2) What are the eligibility criteria for Annual Travel Allowance?

- 1) Personnel must have successfully completed their probationary period (where applicable).
- 2) Dependents of expatriate personnel must be under the sponsorship of KAUST personnel to be eligible for the annual travel allowance.
- 3) Eligible dependents include the spouse of the personnel, unmarried children up to and including age 19, or children participating in full-time undergraduate/college studies in-kingdom up to and including age 25. For dependents studying out of Kingdom, please refer to the College Students Travel Assistance Policy.
- 4) Dependents must have 180 days of residency per year in Kingdom to be eligible.
- 5) Personnel must take an approved annual leave during each year.
- 6) The total annual air travel allowance per family will be cash in lieu of one ticket for the personnel, one ticket for the spouse, and one ticket per each eligible child.

3) How will Human Resources verify the eligibility of my dependents to receive the Annual Travel Allowance?

Personnel are asked to complete a survey in December, which is used to verify the eligibility of dependents for the advance annual travel allowance. Human Resources also work with Government Affairs (where required) to get travel details of dependents.

4) Do I need to let Human Resources know that my dependent is not under my sponsorship and if so what should I do to update the information?

You are required to inform Human Resources if any of your dependents is not under your sponsorship. You can update the information by sending an email with a copy of the Iqama of the dependent to HR Helpdesk at hrhelpdesk@kaust.edu.sa.

5) I am a new employee at KAUST and will still be in my probationary period when the Annual Travel Allowance is paid in January. When will I receive my annual travel allowance?

If you successfully complete your probationary period, you will be paid your annual travel allowance (calculated from your joining date) in June.



- 6) **I will be joining KAUST as a regular employee in January. When should I expect to receive my annual travel allowance?**

If you successfully complete your probationary period before June 15 of the travel allowance year, you will receive your pro-rated annual travel allowance in June. If you successfully complete your probationary period after June 15, you will receive your pro-rated annual travel allowance for the current year and the advance annual travel allowance for the following year in January.

- 7) **As an expatriate, do I have to submit proof of travel out of Kingdom in order to receive the annual travel allowance?**

No, you are not required to submit any proof of travel out of Kingdom in order to receive the annual travel allowance. The annual travel allowance forms part of the University's total compensation program and is to facilitate eligible personnel and their eligible dependents to return to their point-of-origin each year for their annual vacation with friends and family.

- 8) **If I leave KAUST, do I have to repay the advance annual travel allowance payment?**

If you have received the Annual Travel Allowance in January, and then leave KAUST (resignation) on or before March 31 of the same year, the advance annual travel allowance will be recovered in full from your final settlement, if you have not taken approved annual leave and travelled out of Kingdom (for expatriates) before your departure date.

If you have received the Annual Travel Allowance in June, and then leave KAUST (resignation) on or before September 30 of the same year, the annual travel allowance for that year will be recovered in full from your final settlement, if you have not taken approved annual leave and travelled out of Kingdom (for expatriates) before your departure date.

- 9) **Do I have to use a minimum number of vacation days per year to be eligible for the annual travel allowance?**

You must have taken an approved vacation in the previous year to be eligible for the advance payment of the annual travel allowance for the next year.

- 10) **How are the airfares calculated for the payment of the advance annual travel allowance?**

Annual Travel Allowance rates are calculated based on 70% of IATA return airfares from Jeddah to the respective countries.

- 11) **Does this allowance have any impact on the processing of the College Students Travel Assistance Allowance?**

There is no impact on receiving the College Students Travel Assistance Allowance.

- 12) **My child turns two in the travel allowance year and would require a child (not infant) ticket. What allowance will I be paid in January for my child?**

If your son/daughter turns two during the travel allowance year, the advance annual travel allowance for that year will be calculated based on the child airfare.

- 13) **My child turns 12 in the travel allowance year and would require an adult (not child) ticket. What allowance will I be paid in January for my child?**



If your son/daughter turns 12 during the travel allowance year, the advance annual travel allowance for that year will be calculated based on the adult airfare.

14) Where can I check the annual travel allowance rates to my Point of Origin?

When you log into the HR portal – on the Employee Self Service tab, click personal information. You will be able to see the annual travel allowance rates to your Point of Origin.