

## Frequently Asked Questions – Post Docs

### 1) What is the process of payment of Annual Travel Allowance for Post Docs?

The Annual Travel Allowance is paid in arrears for the completed contract year on the Post Doc contract for the eligible Post Doc and their dependents. Cycle of payment of Annual Travel Allowance happens in January and June of every year.

### 2) What are the criteria for a Post Doc to be eligible for the Annual Travel Allowance?

Post Docs (and their eligible dependents) – on appointments on or after July 2, 2012 – will receive the cash equivalent of one set of flight tickets per contract year, excluding the final year as follows:

- cumulative contract length of less than 18 months – no flight ticket;
- cumulative contract length of 18 months to less than 30 months – 1 flight ticket paid on completion of first year;
- cumulative contract length of 30 months to 3 years – 2 flight tickets paid on completion of first and second years.

The annual travel allowance is paid in arrears – following completion of the contract year.

### 3) What are the eligibility criteria for Annual Travel Allowance for dependents?

- 1) Eligible dependents include the spouse of the Post Doc, 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.
- 2) Dependents must have 180 days of residency per year in Kingdom to be eligible.
- 3) Dependents of expatriate postdocs must be under the sponsorship of the postdoc to be eligible for the annual travel allowance.
- 4) Post Docs must take an approved annual leave during each contract year.
- 5) The total annual air travel allowance per family will be cash in lieu of one ticket for the Post Doc, one ticket for the spouse, and one ticket per each eligible child. (Post Docs who received an offer on or after April 15, 2016 are eligible for a maximum of two children for annual travel allowance).

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

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

### 5) 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](mailto:hrhelpdesk@kaust.edu.sa).

**6) 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.

**7) Under what circumstances would I have to repay the Annual Travel Allowance payment?**

Annual Travel Allowance will be collected back:

- if you have received the Annual Travel Allowance, and then leave KAUST without meeting the requirements stated in Question 2;
- if you have not taken an approved annual leave in the travel allowance year and have not travelled out of Kingdom (for expatriates).

**8) 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 payment of the annual travel allowance.

**9) How are the airfares calculated for the payment of the annual travel allowance?**

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

**10) 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.

**11) My child turned 2 during the travel allowance year and I was required to purchase a child (not infant) ticket. What fare will I be paid for my child?**

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

**12) My child turned 12 in the travel allowance year and I was required to pay a ticket fare of an adult. What fare will I be paid for my child?**

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

**13) 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.