



GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

Travel Policy

(2025)



GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

TRAVEL POLICY

December, 2025

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1.0 Preamble

Ghana Communication Technology University (GCTU) is committed to travels where staff need to travel to attend conferences, workshops, study abroad, amongst others. In line with the above, this Travel Policy seeks to outline the procedures and processes that regulate staff travel abroad. The purpose of the policy is to:

- i. Clarify the procedures and processes for obtaining the travel authorization that staff require before they travel outside Ghana;
- ii. Define roles and responsibilities regarding staff travel;
- iii. Set out the type of expenses that may be reimbursed for the various categories of travel.

2.0 Aims and Objectives

- i. The aim of this policy is to inform employees of the issues they need to consider to ensure a trouble-free experience while working locally or overseas on behalf of the University.
- ii. To ensure that all aspects of GCTU staff travels are governed by the highest level of integrity, ethical standards, transparency and accountability that govern all GCTU's operations.
- iii. To ensure cost-effective local and international travels.
- iv. To ensure that staff of the University are mindful of their roles as ambassadors for the University when they travel locally or outside the country.

3.0 Scope

The Travel Policy is applicable to all faculties, staff and students engaged in the University supported or sponsored programmes and activities.

4.0 Types of Travels

4.1 GTCU Local Travel is defined as an official travel within Ghana but out of station/duty post, approved by the Vice-Chancellor or his/her designate to transact business that promotes the mission of the University.

4.2 For the purposes of this policy, GCTU International Travel is defined as an official travel outside the country, approved by the Vice-Chancellor or his/her designate to transact business that promotes the mission of the University. GCTU International travel is grouped into three categories:

4.2.1 Short-Term Travel

These are travels from one (1) day up to thirty (30) days by members of the University Community officially assigned to undertake such travels. This would include travels such as:

- i. GCTU Representational Travel: This is where staff are invited/requested or obliged to represent GCTU at international meetings/fora or to undertake specific assignments such as meetings with persons/organisations in order to conduct business that will benefit the University. Such invitations/requests would normally come from/through the Vice-Chancellor and would be funded from the Central Administration travel budget allocation.

- ii. **Staff Development Travel:** This would include travels for conferences and meetings where the staff members would normally give a presentation on their work; training workshops, short courses and research related travels. Funding for this category of travel may be obtained from any of the following main sources:
 - a) External funding from meeting organisers/funding agencies;
 - b) Internally Generated Funds (IGF)
- iii. **Project Related Travel:** This would include travels related to donor-funded projects and contract/ commissioned research. Funding for such travels would normally be agreed prior to project commencement and included in the project budget and would normally be guided by project/ donor specific rules and regulations.

4.2.2 Long Term Travel

This would include travels beyond thirty days by members of the University Community officially assigned to undertake such travels. This would include travels such as:

- i. Staff Development Travel
- ii. Project Related Research Travel
- iii. Other relevant travel

Funding for this category of travel may be obtained from any of the following main sources:

- i. External funding from meeting organisers/funding agencies;

- ii. Internally Generated Funds (IGF)

4.2.3 Students' Travel

A student may be supported or sponsored by the University only for academic purposes outside Ghana. This may include student exchange travel conferences and field trips.

5.0 Approval Process

- i. All local and international travels are subject to approval by the Vice-Chancellor.
- ii. Local and international travel involving faculty must be recommended for approval by the Dean of the respective Faculty/School.
- iii. Local and international travel involving staff must be recommended for approval by the respective Director through the Registrar to the Vice-Chancellor.
- iv. Local and international travel involving students must be recommended for approval by the respective Faculty Dean or the Dean of Student Affairs dependent on the purpose of travel.
- v. Requests for travel shall consist of a completed GCTU Travel Request Form (see Appendix 2) which should reach the final approving authority at least two clear weeks before the staff/student is scheduled to travel.
- vi. The following categories of staff shall travel outside Ghana only on authorisation by the Vice-Chancellor or his/her designate:
 - a) Pro Vice-Chancellor

- b) Registrar/Director of Finance
- c) Deans
- d) Directors
- e) University Librarian
- f) Heads of Department

6.0 Roles and Responsibilities for Health and Safety

- i. This policy follows the principles of responsibility outlined in the travel tips as outlined in Appendix 1. In addition, the following details apply:

Employees/Travellers are responsible for:

- a) Taking care of their own health and safety whilst undertaking off-site visits and not compromising the safety of colleagues with whom they may be travelling.
- b) Utilising the systems in place for managing such visits with their Departments.
- c) Undertaking a suitable and sufficient risk assessment prior to each overseas trip, taking account of up-to-date information.
- d) Notifying the appropriate officer of the University that they have arrived at each stage of their journey.
- e) Giving feedback on any concerns to the University at an appropriate point either during or after the visit.

- f) Giving feedback information regarding health and safety or security issues which might have taken place during their visit, both for the purpose of recording such incidents and for the purpose of enabling intelligence to be communicated to colleagues undertaking similar overseas visits.
- g) Seeking the appropriate approvals before booking and commencing any travel.
- h) Complying with health standards laid down for entry into the host country (for example vaccinations, inoculations).
- i) Ensuring they take sufficient supply of continuing medication to last the duration of the trip.
- j) Possessing appropriate and valid immigration documents required by the host country (for example valid passport, visa).
- k) Taking relevant contact numbers with them (for example, the University's sponsor, University's Business Travel Insurance documents, e-mail addresses, etc.) for follow-up purposes.
- l) Remaining aware of local events and news in host country.
- m) Advising the sponsor immediately if itinerary changes or any emergencies occur that affect their safety.

Line Managers are responsible for:

- a) Ensuring that a suitable management system is in place which reflects the requirements of this policy; also that such a system is regularly monitored.
- b) Ensuring that as part of the management system in place, a suitable and sufficient risk assessment is completed prior

to each overseas trip, taking account of up to date information and highlighting to the Registrar where a “red” or “amber” residual risk is identified.

- c) Ensuring that employees who undertake travel, as part of their work, are suitably oriented and knowledgeable about their destination.
- d) Responding to incidents and formal feedback reported by returning employees on the Visit Report.
- e) Taking suitable action to manage incidents which may arise involving University employees.

7.0 Travel Insurance

- i. The University shall provide travel insurance cover for staff who are required to undertake authorised University Representational Travel.
- ii. All staff are required to ensure that they have adequate travel insurance cover, including full medical coverage for all travels.
- iii. Travel Insurance Policy is not a full health insurance; it will only cover emergency treatment and associated expenses. Routine, preventative or other elective treatments are not covered. Pre-existing medical conditions are covered if travel is being undertaken in line with medical advice. Cover is not provided for anyone travelling against medical advice or for the purpose of undertaking treatment.
- iv. Any claims for minor emergency medical expenses, loss/damage to luggage/personal effects or the like can be dealt with by contacting the Registrar upon return to the University.

- v. In case the insurance covers personal items whilst overseas, in the event of theft/loss of belongings, a copy of report to local police must also be supplied to the Registrar.
- vi. The University's Travel Insurance Policy does not provide cover for the hire of motor vehicles whilst in a foreign country or cover whilst undertaking dangerous sports.

8.0 Class of Travel

- i. The underlisted categories of staff would normally travel on business class on authorised GCTU representational travel:
 - a) Chancellor
 - b) Council Chairman
 - c) Vice-Chancellor
- ii. All other staff shall travel on economy class fares. A staff member may however choose to upgrade his/her ticket from personal funds or with air miles.
- iii. The class of travel of a spouse of staff whose position entitles them to travel with their spouse on specific official travels shall be the same as the staff member is entitled to. Written approval from staff member's immediate supervisor for spouse to accompany staff member shall be required before expenditure on the spouse's ticket is authorised.
- iv. Within the class of travel, the Procurement Department should explore options for and purchase the cheapest possible tickets. Trips should be planned ahead, wherever possible, in order to take advantage of lower rate air-fares. The Procurement Officer is encouraged to check available fares online before contacting travel agents.

9.0 Road Transport

Where staff choose to travel by road to neighbouring countries, the rules and regulations outlined in the Category 2 & 3 Allowance Schedule of Government regarding mileage claims shall apply. In all cases, the cost of the road travel shall not exceed the cost of an economy air ticket for the trip.

10.0 Visas

For GCTU representational travels, the University or the sponsor shall arrange and pay for visas of staff undertaking such travels. Staff may seek the assistance of the Registrar on visa applications.

11.0 Vaccinations

Staff should check the international health requirements of their destination and ensure that they have received the necessary vaccinations. GCTU shall reimburse cost of vaccinations for staff undertaking approved GCTU representational travel. For all other categories of travel, the cost of vaccinations may be claimed from the sponsoring agency where the rules and regulations allow such expenditure.

12.0 Warm Clothing Allowance

A warm clothing allowance at a rate to be determined periodically by the university, is payable, on application, to an employee travelling to a temperate country on official duties for a period of three or more months during the winter period (September to March for the Northern hemisphere, April to September for the Southern hemisphere). The allowance is payable once every two years.

13.0 Per Diem/Daily Subsistence Allowance

Staff undertaking authorised GCTU representational travel shall be entitled to payment of Per-Diem allowance/ Daily Subsistence Allowance (DSA) at rates approved by Council as per Section 27 of the GCTU Act 2020 (Act 1022).

The rates payable shall be abated depending on the facilities provided as in the table below:

No.	Description	Rate payable
i)	No accommodation or meals provided	Full rate of DSA payable
ii)	Free accommodation provided without meals	One Half of the DSA rate payable
iii)	Free meals provided without accommodation	Two thirds of the DSA rate payable
iv)	Free meals and accommodation provided	One third of the DSA rate payable

Travel days shall be included in the calculation of the DSA if the combined duration of the outward and inward flights exceeds ten hours.

One additional day shall be allowed for trips where the duration of the outward and inward flights combined is more than ten hours but less than 18 hours.

And two additional days for trips where the duration of the outward and inward flights combined is 18 hours or more.

A rest period of one day before and one day after the conference or workshop is added to the duration of the event.

Determination of Travel Days

S/N	Description	Number of Days
1	Day(s) of the event	
2	One day before and one day after event	Two days
3	Air Travel Time:	
	i. More than 10, less than 18 hours	One additional day
	ii. More than 18 hours	Two additional days

For example, where the event is for two days and travel time is more than 10 hours and less than 18 hours, the DSA is determined as five days. That is, event days (2) + rest and preparation days before and after the event (2 days) + travel time of one day.

Per-diem allowance/DSA is paid to cover accommodation, meals as well as all other incidental expenditures such as telephone and stationery. Recipients would not be required to provide returns on how the per-diem allowance is spent.

Internal Mobility

In addition to the DSA, a one-off rate is provided to take care of internal mobility, which includes inter-city train/bus travel.

14.0 Reporting

Staff who undertake GCTU representational travel are required to submit a report to the Vice-Chancellor within two weeks of return from the trip. Staff who undertake other categories of GCTU business travels are encouraged to submit trip reports to their immediate supervisors on their return and wherever appropriate, share lessons learnt from their travel with colleagues.

Appendix 1

TRAVEL TIPS

Before you go:

- i. Ensure you have a signed, valid passport and an appropriate work/business visa, if required and fill in the emergency information page of your passport.
- ii. Leave copies of your itinerary, passport data page and visas with your Faculty Officer and family or friends, so you can be contacted in case of an emergency.
- iii. Conduct appropriate research on the destination and take appropriate advice from those who are more vexed in issues of the country.
- iv. Consider the culture and customs so as not to unnecessarily offend.
- v. Familiarise yourself with local conditions and laws because while in a foreign country, you are subject to its laws.
- vi. Ensure you have emergency contact details, some cash and credit/debit cards (stored separately in case of theft).

Personal Safety while you are away:

- i. Take precautions to avoid being a target of crime.
- ii. Do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money or valuables.

In hotel accommodation provided,

- i. Keep your passport and travel documents on you, do not leave them in the room.
- ii. Always put valuables in the hotel room safe. If your room does not have a safe, ask at the reception to see if they can provide a safe facility.
- iii. Avoid putting the 'please make up my room' sign on the door when you go out – this is a tell-tale sign that your room is vacant.
- iv. Familiarise yourself with emergency provisions within your accommodation, locate your nearest exit and fire extinguisher.

Taxis Travel;

- i. Where possible, travel by taxi as opposed to walking on the streets with a map and/or luggage.
- ii. Ask your hotel to call a taxi for you.
- iii. Have the address of your destination or hotel written in the local language.
- iv. When you call a taxi, ask what colour the car will be and wait indoors for it to arrive.
- v. Observe the behavior of the taxi driver carefully.

Dealing with an emergency:

- i. For employees already overseas when a local situation arises/changes should contact the University Protocol Officer on the emergency number given.

- ii. Keep the University informed through the Institution's Protocol Officer about any difficult situations you may be experiencing.

When you return:

Report any accidents, incidents or near misses when you get back or during reporting in procedures.

Appendix 2

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY EXTERNAL TRAVEL REQUEST FORM

Name of applicant

Position

Department/Unit

Faculty/Institute/Directorate

Purpose of travel (Please tick as appropriate):

Official/Private/ Both

If official, please provide the following details (Attach supporting documents where necessary):

Activity (for example conference, study tour)

Theme of activity

Location of activity

Role to be played

Costs to be borne by the University (Please indicate as appropriate) Airfare.....

Per-diem allowance

Conference/Seminar fees

Other (Please specify)

Country to be visited

Proposed date of departure

Proposed date of return

Indicate what arrangements have been made for work to be done
in your absence

.....

.....

Signature of applicant Date

Recommendation of Head/Immediate Supervisor

Indicate whether there are funds budgeted to cover the costs to be
borne by the University (attach confirmation note from the
Director of Finance, if available)

.....

Indicate what outstanding duties the applicant has to perform, if
any

.....

.....

Recommended Not Recommended

Name Designation

Signature.....Date

Decision by Dean/Registrar/Vice-Chancellor

Approved Not Approved

NameDesignation

Signature Date

Authorisation



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Ing. Divine D. K. Kpetigo
(Chairman of Council)



.....
Prof. Emmanuel Ohene Afoakwa
(Vice-Chancellor)

Date of Approval: 17th December 2025