

INTERNAL POLICY DOCUMENT

Policy Title: Flight Repurposing Policy for Staff Travel

Effective Date: 13.5.2025

Applies To: All staff with contractual flight entitlements

Issued By: MIEC Administration

Administrator Contact: ashley.ryan@mu.ie

1. Purpose

This policy outlines the terms and conditions under which staff may repurpose their contractual set of return flights from their home country/country of origin to an alternative destination.

2. Scope

This policy applies to all staff who are eligible for a set of return flights as per the terms of their contract with MIEC.

3. Policy Statement

Staff may request to redirect their entitled set of return flights to an alternative location, subject to the following terms:

4. Policy Conditions

4.1 Cost Limitation

- The cost of the repurposed return flights must not exceed the *best available market rate* for return flights to/from the staff member's home country or country of origin.
- The best available market rate will be determined by the MIEC Administrator using reputable online travel booking platforms at the time of approval.

4.2 Single Flight Set

- Only **one return flight** may be claimed per entitlement.
- Multiple sets of cheaper flights will not be approved.

4.3 Pre-Approval Requirement

- All flights (including repurposed options) **must be submitted to the MIEC Administrator (Ashley) for quote approval prior to any purchase.**
- **Unapproved purchases will not be reimbursed.**

4.4 Academic Schedule Compliance

- Travel must **not interfere with teaching schedules or the academic calendar.**

4.5 Advance Submission

- Flight repurposing requests should be submitted at least **3–4 weeks prior to intended travel** to allow for sufficient review and comparison.

4.6 Reimbursement Process

- Staff must provide the following for reimbursement:
 - Official receipt/invoice

- Complete flight itinerary
- Any other required supporting documents (e.g., boarding passes if requested)
- All reimbursement submissions must copy relevant JieTe staff, in line with standard reimbursement procedures.

4.7 Destination Restrictions

- Travel to destinations with active **Irish government-issued travel advisories** or classified as **high-risk** may not be approved.
- Staff are advised to confirm eligibility in advance with the MIEC Administrator.

4.8 Questions and Clarifications

- For inquiries regarding eligibility, flight options, or approval criteria, staff should contact the MIEC Administrator directly at ashley.ryan@mu.ie.

5. Enforcement

Failure to comply with this policy may result in denial of reimbursement and/or travel approval. This policy will be reviewed and updated periodically, as deemed necessary by MIEC Management.