



Policy on Pet Animals of NU-Q Employees

Northwestern University in Qatar in no way endorses, accepts responsibility for, or agrees to assist in any way with the transportation or importation into or the care of pets in Qatar; nor can NU-Q guarantee that housing provided to faculty or staff will permit pets.

Reimbursement for the cost associated with transporting a pet on relocation flights can be claimed as part of the excess baggage allowance provided that: 1) a receipt from the airline is provided; 2) the expense claimed is purely for that of air transportation where the pet is flying on the same flight(s) as the relocating employee; 3) the total excess baggage allowance is not exceeded because of the transportation of the pet.

All risks associated with the transportation or importation of a pet to Qatar will be borne by the employee. In addition, any costs associated with such activity in excess of established reimbursement limits for excess baggage accompanying the individual on his or her relocation flight will be borne by the employee. NU-Q will book the most appropriate relocation flight for the employee identified by Northwestern's travel agency partner in accordance with established Northwestern policy. Should the flight booked by NU-Q not allow for pet transportation, any costs associated with changing the flight reservations to accommodate a pet, including airline change fees and/or fare increases, will be paid solely by the employee.