



## OFFICE OF COMPLIANCE

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April 2, 2024

### POLICIES UPDATES - Issue #6

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Dear AUB community,

Please find below updates on newly adopted procedures:

#### 1. Procedures For Using Transportation Services

The [Transportation Services Unit](#) established [Procedures for Using Transportation Services](#) in line with AUB's [Travel](#) and [Disbursement](#) policies. The procedures provide a framework for accessing AUB's transportation services in order to conduct University affairs. The procedures were approved by the Chief Financial Officer and are effective as of March 15, 2024.

For more information, contact the [Transportation Services Unit](#).

#### 2. Procedures For Valuating Gifts-In-Kind

The [Office of the Comptroller](#) established [Procedures for Valuating Gifts-In-Kind](#) in line with AUB's [Gifts and Pledges Policy](#). The procedures describe the process for valuating gifts-in-kind received by AUB, including pharmaceuticals, supplies, equipment and services. The procedures were approved by the Chief Financial Officer and are effective as of March 6, 2024.

For more information, contact the [Office of the Comptroller](#).

Best regards,

OFFICE OF COMPLIANCE

American University of Beirut

**T +961 1 35 00 00 – Ext 2528**

[compliance@aub.edu.lb](mailto:compliance@aub.edu.lb)

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