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Subject: Implications of Updated Travel Policy on Financial Routing Workflows

Issued by: Office of Strategic Financial Planning

Following the rollout of Travel Policy V7, departments are now authorized to directly approve domestic travel expenditures up to €2,000 without financial controller sign-off.

While the policy pertains primarily to travel budgeting, it indirectly affects declaration workflows by:

- Shortening the submission-to-payment timeline
- Reducing cross-check dependencies between declarations and trip authorization logs
- Introducing direct payment triggers from HR's travel system into the declaration pipeline

These adjustments are expected to impact monthly load balancing for the declaration processing queue. IT will monitor system impacts through March 2019.

— Signed by:

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