Subject: Guidelines for Submitting Prepaid Travel Cost Requests
From: Finance Operations & Travel Services
Date: 10 May 2017
To: All Administrative Staff and Researchers
Category: Reference Document

Dear Colleagues,

This document outlines the current process for **Requesting Prepaid Travel Costs** through the central travel reimbursement system. These procedures apply to requests such as **conference fees**, **flights**, and **hotel deposits** that are paid **in advance of the travel**.

Standard Workflow

The workflow is as follows:

1. **Permit Submission (if applicable)**

   o For **international travel**, the employee submits a travel permit.

   o For **domestic travel**, a permit is not mandatory, but still accepted.

2. **Permit Approval**

   o The supervisor and director review and approve the permit, depending on the cost level and project funding source.

3. **Request for Payment Submission**

   o The employee submits a request via the "Request for Prepaid Travel Costs" form.

   o The request should include booking details, supplier info, and cost estimate.

4. **Final Approval by Supervisor**

   o The supervisor approves the request for payment. No further approvals are required.

5. **Automatic Payment Trigger**

   o The finance system releases the payment once supervisor approval is recorded.

Notes on Permit Metadata

- The prepaid system currently accepts requests **even if some permit metadata is missing** (e.g., project numbers, organizational unit codes).

- It is the employee's responsibility to provide accurate booking details.

- In case of missing data, the finance team may reach out, but no automated checks are enforced at this time.

For support, please reach out to travelops@university.edu or your faculty's finance liaison.

Sincerely,
Daniela Kurz
Senior Travel Finance Coordinator