

Subject: Extract from the University Travel Rules – International Travel Permits
From: Academic Mobility Policy Unit
Date: 25 July 2017
To: Faculty Travel Coordinators, Finance Units
Category: Reference – Travel Governance Policy

This document summarizes the current university policy concerning **international travel permits** under the University Travel Governance Framework, effective since 2015.

Permit Authorization Structure

According to Section 3.2 of the policy:

1. **All international travel** undertaken by university employees must be pre-approved through the travel permit system before arrangements are finalized.
 2. Approval follows a two-tier model:
 - **Supervisor Approval:** Mandatory for all travel.
 - **Director Approval:** Required *only* in the following cases:
 - Estimated costs **exceed €5,000**
 - Travel duration **exceeds 7 calendar days**
 - Travel overlaps with periods of faculty closure or statutory holidays
 - Travel involves **external representation** (e.g., consular meetings, inter-university negotiations)
 3. Permit approvals are recorded in the centralized mobility database and time-stamped at each approval stage.
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Declaration Requirements

The policy further outlines that **post-travel declarations** are to be:

- Submitted within **30 calendar days** of trip end
 - Reviewed by the same supervisor who approved the original permit
 - Verified by the Finance Office for budget compliance
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Notes

- No other roles (e.g., pre-approvers, controllers) are formally involved in permit authorization.
- Directors may delegate approval power but are accountable for oversights in their faculty's international mobility program.

Any updates to this policy will be announced by the Vice-Rector for Administration.

For questions, please consult the full governance framework or contact travelpolicy@university.edu.