

Standard Operating Procedure: Travel Permit Requests

Reference: CDE-SOP-2015-011

Version: 2.1

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Subject: Standard Process for All Travel Permit Applications

1. Purpose This document outlines the standard procedure for requesting and obtaining a **travel permit** for all domestic and international travel. The goal is to ensure a streamlined and efficient approval process.

2. Procedure The process for obtaining a travel permit is as follows:

- **Step 1: Application Submission:** The employee submits a standard "Travel Request Form" via the online portal. All fields must be completed.
- **Step 2: Managerial Approval:** The request is automatically routed to the employee's direct line manager for approval.
- **Step 3: Permit Issuance:** Once approved by the line manager, the permit is automatically issued by the system. No further approvals are necessary for standard travel requests.

3. Policy Notes

- This procedure is designed to be completed within 48 hours.
- No additional justification forms are required beyond the standard request.
- This policy remains in effect until superseded by future announcements.

Authorized by: Head of Operations