

Subject: International Travel Permit and Declaration Workflow

From: Global Mobility Services

Date: 2 April 2017

To: All Faculty and Administrative Staff

Category: Operating Procedure Reference

Dear Colleagues,

This document outlines the current workflow for international travel involving **university employees**. All overseas travel requires formal authorization through a travel permit procedure before any arrangements can be made.

This policy remains unchanged for the 2017 academic year and is based on the compliance framework set by the Academic Mobility Office in coordination with the Finance Division.

Permit Workflow (Current Practice)

The steps involved in international travel planning are as follows:

1. **Permit Submission**
The employee submits a travel permit request, indicating destination, duration, cost estimate, and budget allocation.
 2. **Supervisor Approval**
The responsible supervisor reviews and approves the request for business relevance and travel necessity.
 3. **Director Approval (if required)**
Certain departments require director-level sign-off if estimated costs exceed €5,000 or involve extended travel (>7 days).
 4. **Trip Execution and Declarations**
Once the permit is approved, the employee may proceed with travel. Upon return (or once costs are paid), a declaration is submitted for reimbursement.
 5. **Declaration Final Approval**
The declaration is reviewed and approved by the same supervisor who authorized the travel permit.
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Notes

- There is no pre-approval tier beyond the supervisor at the declaration stage.
- All documents must be retained for fiscal-year reconciliation and internal audit purposes.
- Employees are encouraged to submit declarations within **30 days** after return.

If you require clarification, please contact gmobility@university.edu.

Sincerely,

Jan-Markus Weber

Coordinator, Global Mobility Services

University Travel and Reimbursement Office