

Subject: Enforced Metadata Validation for Travel Permit Submissions
From: Finance and Compliance Coordination Office
Date: 17 October 2017
To: All Budget Owners, Project Leads, Travel Officers
Category: Process Enforcement

Dear Colleagues,

In preparation for the annual financial reconciliation and internal audit season, we are implementing a **mandatory data validation protocol** on **all travel permit submissions**, effective **1 November 2017**.

Policy Update

All submitted travel permits must now contain:

- A valid **budget number**
- A specified **project number** and **task ID**
- A populated **activity code** (if applicable)

Permits lacking these fields will be automatically flagged for **pre-approval review** and may be returned to the requester.

Compliance Context

This update aligns with Article 9 of the University Financial Control Framework and addresses audit concerns regarding:

- Budget mismatches
 - Duplicate trip registrations
 - “Unknown” fields in travel cost tracking reports
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Please ensure your unit coordinators and faculty staff are briefed. A system message will appear in the travel portal beginning 30 October.

Sincerely,

Dr. Lars Wiegand

Head of Process Compliance