

Internal Memo: Introduction of New International Travel Permit Policy

To: All Department Heads and Staff

From: Global Compliance Office

Date: June 15, 2017

Reference: CDE-POL-2017-004

Subject: Phased Implementation of New International Travel Permit Approval Process

Dear Colleagues,

To ensure greater compliance with international regulations and to improve our budget tracking for international travel, the Global Compliance Office is introducing a revised process for obtaining a **travel permit**.

This new policy will be implemented in phases, starting **October 10, 2017**, with full adoption expected across all departments by the end of Q1 2018.

Key changes to the process include:

- **Additional Documentation:** All international travel requests will now require a completed "Travel Justification & Risk Assessment" form to be attached to the permit application.
- **Secondary Approval Loop:** Applications will undergo an additional approval step from the Finance department to verify budget allocation before final approval is granted. This may add 2-3 business days to the standard processing time.
- **System Integration:** The permit request will now be logged in both the legacy travel system and the new central compliance dashboard, requiring dual data entry by the administrative staff during the transition period.

We understand that these changes will add steps to the existing workflow. The phased rollout is intended to give teams adequate time to adapt to the new requirements. Training sessions will be scheduled throughout December and January.

We appreciate your cooperation in ensuring a smooth transition.

Sincerely,

The Global Compliance Office