Subject: Standard Procedure for Submitting Travel Permits
From: Global Mobility Services
Date: 5 June 2017
To: All Staff and Faculty
Category: Operating Procedure

Dear Colleagues,

This document outlines the current steps required when submitting a **travel permit** under the university's centralized travel authorization workflow.

Permit Submission Process

1. **Submission by Employee**
   The traveler initiates a permit request by entering basic trip data into the online travel portal.

2. **Approval by Supervisor**
   The supervisor verifies the relevance of the trip and approves or rejects the request.

3. **(Optional) Director Approval**
   Only needed if cost exceeds defined thresholds (see Budget Policy 3.4).

Notes on Data Fields

- Entry of **project number**, **task**, or **activity** codes is **recommended**, but **not enforced** at submission.

- Permits with missing codes are **still eligible** for supervisor approval and payment processing.

This policy ensures that minor or early-stage travel plans are not blocked due to project budget finalization or incomplete fund assignment.

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Best regards,
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