

Federal Travel Authority
Circular No. 02/2017
Date: 01.09.2017

Subject: Applicable Reimbursement Thresholds for Prepaid Domestic and International Travel

Pursuant to Directive TR-2015/04, the current cost thresholds and proof requirements remain in force for all travel reimbursements through December 2017. Key provisions include:

- Prepaid bookings exceeding €1,000 must be pre-authorized by departmental controllers.
- Itemized receipts must accompany advance payment declarations.
- Approval for bundled travel packages remains restricted to level-2 managers or above.

This circular reaffirms compliance with existing audit procedures and centralized financial oversight. No policy changes are scheduled in the upcoming quarter.

— Issued by:

Dept. of Public Expenditures – Travel Oversight Office