

**Subject:** Internal Guidelines for Domestic Travel Expense Declarations  
**From:** Office of Financial Services  
**Date:** 30 June 2017  
**To:** All University Staff  
**Category:** Operational Procedure Reference

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Dear Colleagues,

This document outlines the current procedure for submitting and processing **domestic travel expense declarations** at the university. These internal guidelines apply to all departments currently enrolled in the centralized travel reimbursement program, and are intended to ensure consistency, efficiency, and audit compliance.

### Scope

This procedure applies to **domestic travel** only. All international trips must continue to follow the separate travel permit and pre-authorization procedure governed by the Global Mobility Office.

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### Current Process for Domestic Declarations

For domestic travel, prior approval is **not required**. Employees are free to arrange travel and submit expense declarations **after completion of the trip**, or upon incurring pre-paid costs such as conference registration fees.

The following steps outline the process flow:

1. **Declaration Submission**  
The employee logs the claim through the Travel Reimbursement Portal, providing supporting documents such as receipts and booking confirmations.
  2. **Initial Review by Travel Administration**  
The travel administration team checks for completeness, eligibility, and clarity. Minor errors are returned to the employee for correction.
  3. **Approval by Budget Owner**  
Once reviewed, the declaration is forwarded to the designated **budget owner**. This individual verifies the availability of funds and alignment with cost center rules.
  4. **Payment Request and Processing**  
Upon budgetary approval, the system automatically triggers a payment request to the finance team. Payment is typically handled within five working days.
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### Roles and Responsibilities

- **Employee:** Ensures timely and complete submission of declarations.
- **Travel Administration:** Verifies compliance with internal policies.
- **Budget Owner:** Confirms budget availability and fiscal justification.

At present, **no supervisor approval** is required for domestic declarations. This approach has been established to minimize administrative burden and allow flexibility for low-risk travel.

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We encourage all employees to retain documentation for at least 12 months, in case of internal audit or departmental reconciliation queries.

If you have any questions or require support in the submission process, please contact [travelservices@university.edu](mailto:travelservices@university.edu).

Best regards,

**Marta Leibold**

Head of Financial Operations

Office of Financial Services