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Subject: Legacy Guidelines for Prepaid Travel Cost Approval (V2 – Obsolete)

Issued by: Ministry of Administrative Affairs – Travel Office

This version of the prepaid cost approval framework, dating from late 2015, established the previous workflow requirements for handling large-volume travel bookings.

Highlights included:

- Pre-approval caps at €800 unless bundled with seminar or training events
- Use of Form T-103 for all prepaid expenditures
- Monthly paper-based reconciliation with Procurement and Logistics

These guidelines have since been superseded by V3 (2016), but were still in occasional use by smaller branch offices into early 2017.

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