

Federal Travel Authority

Advance Notice – Implementation Guidance

Date: 10.11.2017

Subject: Revised Pre-Approval Framework for Travel Reimbursements (Effective January 2018)

In accordance with upcoming revisions to Article 11 of the National Reimbursement Regulation (NRR), travel-related advance payments will be subject to a simplified risk-based approval model.

Effective from January 15, 2018, departments will be permitted to:

- Approve prepaid travel expenses up to €1,500 without escalation.
- Submit bundled cost forecasts through the Pre-Costing Tool (PCT) without itemized receipts for tier-1 travel routes.
- Delegate pre-approval rights to certified cost coordinators (grade B or higher).

A transition period from January through June 2018 allows dual compliance under legacy and new models. Formal audit templates will be updated by March.

— Signed:

Dr. E. Reinhardt

Policy Director, Federal Travel Authority