

Public Finance Authority
Reimbursement Procedures Guide 2017
Date: 01.11.2017

Subject: Standard Validation and Clearance Rules for Payment Requests

Payment requests submitted through the RP-Form system are governed by Validation Directive FZ/2009.

Current policy allows for:

- Two-tier review by departmental units for amounts below €15,000
- Internal memo-style justifications accepted for non-standard items
- Signature-free clearance for recurring payees (based on pre-registration)

No audit trail digitization is required unless flagged by monthly exception reporting.

This protocol has been in continuous use since 2013 and remains unchanged through Q4 2017.

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