

**Subject:** Travel Permit Approval Policy – Current Rules and Responsibilities

**From:** University Governance Office

**Date:** 25 July 2017

**To:** Travel Services, Budget Officers, Department Heads

**Category:** Policy Reference

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This document outlines the rules for travel permit approval as per **Policy Ref: GOV-TRAVEL-02/2016**, currently in force across the university.

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### Approval Levels

1. **Employee** submits the travel permit request
  2. **Supervisor** provides approval
  3. **Director** signs off on high-cost or external-representation trips
  4. **Finance** performs post-processing checks during payment phase
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### Note

There is **no pre-approver role** in the formal policy. Some faculties use internal review workflows, but these are not part of the university's standard travel permit framework.

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Updates will be communicated in the Q4 Governance Circular.

Sincerely,

**Ulrike Frey**

Policy Officer – University Governance