Subject: Introduction of Pre-Approval Practice for Travel Permits
From: Vice President for Administration
Date: 3 October 2017
To: All Faculty Deans, Administrative Managers
Category: Management Practice

Dear Colleagues,

As part of our ongoing efforts to improve oversight of faculty-funded travel, we encourage departments to adopt a **pre-approval layer** for all travel permits, particularly those linked to externally funded projects.

Background

Although the formal approval structure remains unchanged, several audit follow-ups and budget error reports suggest the need for an **additional review checkpoint**. In light of this, we recommend:

- Designating a **pre-approver** in each faculty/unit (e.g., finance assistant, grants officer)

- Routing permits through this individual prior to supervisor approval

- Encouraging project owners to review consistency in coding before trip authorization

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Why This Matters

Adopting this practice can:

- Reduce downstream correction workload

- Minimize funding misallocations

- Support transparency during grant reporting

These changes are not mandatory but are strongly encouraged from **October onward**.

Thank you for your continued leadership.

Warm regards,
Prof. Dr. Ina Reimers
Vice President for Administration