

Business Trip Checklist

1. Think about where you want to go, secure approval for the business trip (through a tender process or other form of travel authorization), and ensure you have the funds to cover the costs.
 - The person responsible for the funding source will provide you with the contract number.
 - If you have secured external funding, what rules apply for the project?
2. Obtain a preliminary (informal, ideally via e-mail) approval from the responsible supervisor (hereinafter referred to as "supervisor" for the business trip).
3. Fill out the travel form.
 - Obtain the signature of the supervisor and the person responsible for providing funding for the trip (sometimes two different people, other times the same person).
 - If you plan to interrupt your business trip, please remember to include this information in the travel form before it is signed.
4. You may ask for an advance payment by filling out this form.
5. When using a personal vehicle, approval from a manager is required in the header of the travel form with the phrase: 'I authorize travel by personal vehicle.' Furthermore, valid driver training and comprehensive car insurance are required.
6. Once the travel form has been approved, you can start arranging for your transportation and accommodation.
7. Travel insurance for business trips abroad is automatically provided under the university's master insurance policy upon approval of the travel order.
8. Enter your business trip into the attendance in the Absences module.
9. Report any unapproved changes that occur during the business trip to the person responsible for providing funding immediately.
10. Submit your expense report within 10 business days of the end of business trip; submit your signed final report, any paper accounting and travel documents to the Finance Office via the Mail Room.
 - Fill out the other side of the travel form and obtain the signatures of the supervisor and the person responsible for providing funding here as well.
 - Complete and sign the final business trip report.
 - Attach any paper travel and accounting documents.
 - Submit all of these documents in accordance with your department's procedures: either to the secretary or to the Finance Office through the Mail Room.