

JOURNEYS LONGER THAN 7 DAYS OR ORDER ELEMENTS ABOVE 10,000 DDK.

THE JOURNEY IS FINANCED BY A PROJECT

YES

SL APPROVES TRAVELLING, CF. CURRENT AAU RULES FOR BUSINESS TRIPS

NO

APPLICATION VIA EVITA

PRIOR APPROVAL BY SL

BUDGET TEMPLATE POSSIBLY TO BE COMPLETED IN COOPERATION WITH THE DEPARTMENT'S TRAVEL ADMINISTRATORS

TRAVELLER'S + SL'S SIGNATURES

TRAVELLER'S + PL'S SIGNATURES

COPY TO BE SENT TO THE DEPARTMENT'S TRAVEL ADMINISTRATION FOR FILING IN WZ

COMPLETION OF THE JOURNEY

NO LATER THAN 7 WORK DAYS AFTER RETURNING, TRAVELLING EXPENSES MUST BE MADE OUT. SIGNED BUDGET TEMPLATE TO BE ATTACHED

SL = SECTION LEADER
PL = PROJECT LEADER

