

## Official Trip:

First the travel expenses form needs to be filled in. After that offers are obtained and the hotel and the kind of transportation. Invoices are sent to the personnel department, together with the official trip form. Afterwards the office manager books the conference and makes the payments. Then the office manager asks for a booking confirmation. After the official trip the staff member settles the travel expense account. The concrete travel dates and times are registered. If the official trip has been financed by a federal cost-unit the document is sent to the deanship and then to the travel expenses department. If the official trip has been financed by a project cost-unit the document is directly sent to the travel expenses department.

Until departure the staff member is free to enter a call for discount in every step of the process. If the staff member uses this opportunity the travel expenses payment is reduced about the preliminary discount.