

Elaboration decision Executive Board

Measure: stop international travel from 1st flow of funds

Reason

As a result of the financial situation at UT, after the strategic deliberation on 9 July 2024 and the discussion with the UC on 10 July 2024, the Executive Board announced a number of [acute measures](#), to be implemented immediately.

Measure

The Executive Board decides to impose an immediate (effective 10 July 2024) ban on international travel from the first flow of funds.

The ban on international travel from first flow of funds applies to international *business* trips or trips related to employment abroad. It does not apply to international commuting (e.g. that of frontier workers living in Germany).

Approval

Only after the written approval of the Faculty Board (faculties), Scientific Director (Institute) or Service Director (Services) is international travel from the first flow of funds still possible in highly exceptional cases.

Travel already booked/planned and (partly) paid for take place in consultation with the Faculty Board (faculties), Scientific Director (Institute) or Service Director (Services).

Funding of trips of (incoming) guests is possible only with the written approval of the Faculty Board (faculties), Scientific Director (Institute) or Service Director (Services).

Booking trips

International train journeys can be booked by employees themselves using their NS Businesscard. This is the default for destinations under 800 km or destinations that can be reached within 10 hours. Air travel can be booked by the department's secretariat through VCK travel. The UT Travel Unit (UTTU) books the complex business trips (also through VCK travel). If travelling by train or plane is very inefficient, travelling by car is possible. This is subject to a kilometre allowance.

(International) business trips (or trips for employment abroad), always require the prior approval of the manager and the budget holder (if the manager is not the budget holder).

Procedure for applying for international travel

To implement the ban on international travel from the first flow of funds, the following procedure has to be followed:

1. The employee seeks prior approval for booking international travel from the supervisor and budget holder.

- o First flow of funds: manager and budget holder critically examine the necessity of the trip. If the trip is necessary and requires an exception, the manager requests an exception from the faculty board (supported by reasons)¹.
 - o Second/third flow of funds: managers and budget holders critically assess the necessity of the trip. If it is necessary and paid from a second/third flow of funds, the manager will approve the trip.
- 2. If the faculty board decides that the business trip funded from the first flow of funds should be considered an exception, they will give approval in writing (via mail in cc to the head of finance/financial controller) for the business trip.
- 3. A booking of air travel payable from the first flow of funds² through UT Travel Unit, should be accompanied by proof of permission given by the faculty board. Without such permission, a booking cannot be processed.
- 4. International train and car journeys are subject to (random) retrospective checks. If a train or car journey is made after 15 July 2024 on the first flow of funds, the written permission of the faculty board must be submitted in the event of a check. Failing permission, the expense will be rejected or (if UT has already paid the invoice) the costs for the international train journey will be recovered from the employee.

¹ If the person making the international business trip from a first flow of funds falls directly under the faculty board, permission is obtained from the faculty board. For business trips of faculty board members, permission is requested from the Executive Board.

² This is always the case for bookings using an order number starting with 1 (2nd/3rd flow of funds WO-number starts with 2. By exception, an internal project on first flow of funds may have a WO-number starting with 2).