

## **Travel authorization procedure during Erasmus+ mobility for academic staff**

Prior to the commencement of Erasmus+ mobility, academic staff members are required to submit a formal request to the Rector for the issuance of an official travel order. The request must be submitted no later than 3 working days before the start of the mobility period.

The request must be accompanied by an invitation letter issued by the host university. (Georgian translation of the letter is not required).

### **Contents of the Official Travel Request**

The request shall include the following information:

1. Objective of the official travel;
2. Exact dates of departure and return;
3. Destination of the official travel (host country and university);
4. Funding details, including the source of financial coverage (For mobility implemented under the Erasmus+ programme, it must be clearly stated that the official travel expenses are covered by the host university from the Erasmus+ programme budget);
5. Details of the temporary replacement, where such is required for the fulfilment of institutional duties.

### **Procedure for Preparing and Submitting the Official Travel Report**

Upon completion of the official travel, an official travel report should be prepared in the designated format (as defined by the attached order).

The report must be submitted **within 3 (three) working days** following the completion of the mobility.

The reporting package shall consist of:

1. A cover letter addressed to the Rector;
2. An annex to the official travel report (see attached form).

### **Regulations and Form for the Restoration of Missed Lectures/Seminars**

Rule 1: <https://iliauni.edu.ge/uploads/other/85/85447.pdf>

Rule 2: <https://iliauni.edu.ge/uploads/other/81/81188.pdf>

In cases of missed or rescheduled lectures/seminars, the staff member must complete the designated online form in advance:

<https://eservices.iliauni.edu.ge/forms/legtsia-seminarebis-gatsdena-aghdgena-gadatana/>