

Travel authorization procedure during Erasmus+ mobility for administrative staff

Before undertaking Erasmus+ mobility, administrative staff are required to submit a formal request to the head of administration requesting the issuance of the official travel order, no later than **3 (three) working days** prior to the start of the mobility.

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

Contents of the Official Travel Request

The service note must include the following information:

1. Purpose of the official travel;
2. Exact dates of the official travel (departure and return dates);
3. Destination of the official travel (host country and university);
4. Official travel expenses and source of funding (For mobility conducted under the Erasmus+ programme, it must be indicated 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 official travel report must be submitted **within 3 (three) working days** from the completion of the mobility.

The report shall include:

1. A cover note addressed to the Head of Administration;
2. An annex to the official travel report (see attached form).