

## **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).