

Legal entity of public law

Ilia State University

Order

No. 320-02

16/02/2018

On the Official Travel Reporting Procedure for Employees of LEPL Ilia State University

Based on Article 12 of the Organic Law “Labour Code of Georgia,” Article 22 (1), Article 23 (1), and Article 24 (1)(z) of the Law of Georgia “On Higher Education,” as well as Articles 18 (1, 6), 19 (1), and 20 (1)(t) of the Charter of LEPL Ilia State University approved by Order No. 134/n of the Minister of Education and Science of Georgia dated 11 September 2013,

We hereby order:

1. To approve the Official Travel Reporting Procedure for employees of LEPL Ilia State University (Annex No. 1).
2. The Head of the Accounting and Reporting Service, Sopio Gachechiladze, shall be responsible for monitoring compliance with this Order.
3. The University Chancellery shall ensure that the Order is communicated to all faculties/schools and structural units.

Ketevan Lakirbaia
Head of Administration

Giga Zedania
Rector

Annex No. 1

Official Travel Reporting Procedure for Employees of LEPL Ilia State University

1. This Procedure defines the rules and related processes concerning the reporting of official travel undertaken by university employees.
2. Official travel reporting refers to the preparation of a written report by the employee following the completion of official travel within Georgia or abroad.
3. The report on the work/function performed during the official travel (Annex No. 2) shall include the following information:
 - a) Employee's full name and official position;
 - b) Requisites of the official travel order;
 - c) Dates of departure and return;
 - d) Destination of the official travel (and respective dates in case of relocation during travel);
 - e) Indication of the source of funding;
 - f) A brief description of the work performed during the official travel;
 - g) A brief description of the outcomes of the official travel;
 - h) Where applicable, reference to documentation evidencing the work performed and its outcomes;
 - I) Reference to the financial reporting documentation.
4. The report on work performed during the official travel must be accompanied by:
 - A) Financial documentation required under Georgian legislation and the University's legal acts;
 - b) Where applicable, documentation evidencing the work performed and its outcomes.
5. For the purposes of review, evaluation of the work performed abroad, and assessment of travel outcomes, the report will be submitted to the issuing authorities—either the University Rector or the Head of Administration.
6. The employee must submit the report on the work/function performed during official travel within three (3) working days following their return. Submission of the report confirms the employee's resumption of official duties at their primary workplace or otherwise verifies their presence at the University through an admissible method.
7. In cases of objective failure to commence the official travel (non-departure), early termination of the official travel, or failure to fulfil the tasks determined by the official travel order, the employee (or the employee designated for travel) must submit an **explanatory note**.
The explanatory note must specify the objective reasons for: non-departure, early termination, or non-fulfilment of assigned duties. (Where applicable, the explanatory note must be accompanied by supporting documentation.)
8. Submission of the official travel report (including its financial component) and its positive evaluation by the authorised structural units and responsible persons constitutes a prerequisite for the closure of the official travel. Official travel is considered closed once

its financial component is finalised.

One of the grounds for closing the financial component is the positive evaluation of the substantive report (work performed) by the structural unit to which the employee belongs.

9. In cases of group official travel undertaken by employees of administrative and support units, the report may be submitted by a single member of the group.
10. Employees holding academic/research/scientific positions must submit individual reports in accordance with this Procedure, except in exceptional cases (such as differing reporting rules under grant or other contractual funding).
11. The Head of the University Bases and Support Facilities Management Service is responsible for ensuring timely submission of official travel reports by employees under their supervision.
12. The Head of the Material Resources Management Service (or, in their absence, the acting head) is responsible for ensuring the submission of official travel performance reports by drivers, workers, and technical personnel under the Service.