

Travel Process

Sponsor Research Office



Identify Approved Trip:

The project lead should ensure that the trip is aligning with planned approved budget. If not the lead has to raise change request for the unplanned trip.

1



Complete the Form:

The traveler should complete the *Authorization to Travel* form and attach all required supporting documents based on the trip's type and purpose. The documents are available on I- Process and SRO Website.

2



Submit Request I- Process:

The traveler should submit the request through *I-Process* to the assigned Project Manager for budget approval.

For planned trips: submit at least **one month** in advance.

For unplanned trips: submit at least **one month** and half in advance.

3



Review and Approval:

The assigned Project Manager will review the request process the request and share with traveler upon approval.

4



Submit Request ERP:

The traveler should submit the "**Business Trip Self Service Request**" via ERP for further processing.

If there are conference fees reimbursement, the traveler should submit the "**Expenses Reimbursement Self Service Request – Conference Fees**" via ERP for further processing.

5



After Returning from Trip:

The traveler must submit all required post-travel documents (e.g., boarding passes, confirmation of attendance) to the assigned Project Manager.

6