TRAVEL TUTORIAL

A CERN travel has 4 administrative steps :

Before the travel
1. Discuss the trip with your supervisor and ask for his approval
2. Create an Official Travel Request in EDH (see instructions below). This will grant the necessary insurance coverage during your travel.
3. Create an Absence Request (absence type: Official Travel)

After the travel
4. An Official Travel Claim will be processed by the secretariat after your return (please validate the Travel Request upon your return replying to the questions– here you can indicate possible changes in dates, itinerary, expenses etc.)

The "OFFICIAL TRAVEL REQUEST"

The "TREQ" (Official Travel Request) is a REQUEST for travel – it needs to show the total expense forecast, so that the Budget Holder may approve it before you leave. After it has been approved, the secretariat is allowed to book travel and pay fees.

HOW TO FILL IN THE "TREQ" (3 parts):

1. "Traveller": is filled in automatically with your data

2. "Travel details":
- Type of travel: Select within the drop-down menu
- Budget code: see with your supervisor
- Reason for trip: for example, name of conference with link to the website, or name of supplier with link to its website
- Organization of travel by: appears automatically. To be changed in case the travel should be processed by another secretariat.

3. "Travel Itinerary": please mention here all the information needed to: A) estimate the total cost for this travel; B) book the transportation and/or pay conference fees
Please mention if you have already booked transportation (in this case attach invoice and itinerary with departure and arrival time) or if the secretariat should book (in this case please fill in timetable; you may suggest flight/train).
In case of conference fees, please indicate if you have already paid them (in this case attach the relevant receipt), or give payment instructions with date of expiry. In both cases please specify the amount and what it includes (meals, accommodation). Multiple itinerary is possible.

Transportation allowed at CERN:
- Flight: economy
- Train: first class allowed second class welcome
- Private car: Use of private car is not recommended and will be reimbursed with lowest available equivalence with public transport. In case you are using your private car please make sure you complete the Car Insurance Form and bring the original form to the Secretariat.

<u>What is reimbursed</u> (unless booked or paid through secretariat):

The Secretariat issues a "Travel Claim" summarizing all costs, which will be reimbursed directly on your bank account, usually from 2 to 4 weeks after your return:

- The cost of transportation (flight, train)
- Conference Fees
- Daily Subsistence which covers all other costs (accommodation, meals, local transport) and varies for each country/town:
  https://cds.cern.ch/record/1695176/files/voy_off_sub2018.pdf

Sometimes a special (reduced) subsistence may be agreed with the Group Leader in order to allow travel possibility to the maximum number of people.

Subsistence will start from the day prior to the beginning of the event (full day intercontinental, half day Europe) until the day after the event (full day intercontinental, half day Europe). You are allowed to stay longer for private reason, in this case Subsistence will start/end according to the timetable of the event.

Please note that you will reimbursed only invoices and receipts showing a proof of payment (if missing, bank statement is acceptable).

Electronic receipts are accepted; in case of paper receipts, please bring originals to the secretariat.

<u>International SOS</u> can help you in case you need medical and security assistance:

Further information concerning travel procedures: https://admin-eguide.web.cern.ch/en/procedure/official-travel