

Advances procedure

The current version of the advances procedure has been used for a number of years.

In order to make the process run more smoothly and efficiently, we have decided to process requests for advances digitally from now on.

The new application will be launched on 8 April 2016. On this date, the current employee version will expire.

You can submit a request for an advance through the employee portal at “MY TRAVEL AND EXPENSES”.

Roles and tasks

The workflow process for approving advances includes the following roles:

Applicant

The applicant's part in the process consists of submitting a request for an advance for himself or herself or a third party.

First approver (FA)

The task for the first approver is to assess the request for an advance. The approver has to check if the request complies with the terms and conditions (is the information on the request form accurate, is there enough budget).

Financial administration (Financial)

The financial administration is tasked with approving a request for an advance after the first approver has approved the payment.

Second approver (SA)

If the amount for the advance exceeds 1500 euros, then the request will also have to be authorized by the second approver.

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