

# Elaboration of the Executive Board's decision

## *Relaxation of measure to stop international travel from 1st flow of funds*

### Inducement

Following the UT's financial situation, the Executive Board announced a number of acute measures that had to be introduced immediately at the end of the strategic meeting on 09-07-2024 and the discussion with the University Council on 10-07-2024. On 22-09-2025, the Executive Board decided that the acute measure regarding the stop on international travel on 1st flow of funds will be slightly relaxed as of 1 October 2025.

The acute measure has been relaxed because it has been recognised that certain employees, such as (junior) researchers, experienced a greater impact of the original acute measure than other employees. They have limited alternatives to finance international travel. The relaxation should ensure that these employees also have equal opportunities to perform their job well and to continue to develop.

***NB: Although the measure has been relaxed, restraint in the approval of international travel remains essential!***

### Initial measure

The original measure was as follows: the Executive Board decides to impose a ban on international travel from the direct flow of funds with immediate effect (dated 10-07-2024). The stop on international travel from direct funds applies to international *business trips or trips related to employment abroad*. The stop does not apply to international commuting (e.g. that of cross-border workers living in Germany).

### Relaxed measure

The relaxation of this measure as of 1 October 2025 means that it will be assessed in advance for each international trip on first flow of funds whether it may take place. Assessment is done at departmental or section level or at service department level. Assessment is made on added value and budget.

### Approval

An international trip may only take place with the written permission of the department or section chair or service department director, provided that all other conditions relating to the first flow of funds are met [Missions](#) and '[working abroad](#)' is met.

### Travel booking

Within the UT, booking trips is as follows. Employees can book international train journeys themselves via their NS Business Card. This is default for destinations under 800 km or destinations that can be reached within 10 hours. Air travel can be booked by the secretariat of a department through Gray Dawes. The UT Travel Unit (UTTU) books the complex business trips (also through Gray Dawes). If travelling by train or plane is very inefficient, travel can be done by car. This is offset by a mileage allowance.

To make (international) business trips (or trips related to employment abroad), permission is always required from the manager and budget holder (if the manager is not the budget holder him or herself).

### Procedure for applying for international travel

To implement the relaxed acute measure, the following procedure must be followed:

1. The employee requests permission in advance from the manager and budget holder to book an international trip.

- First flow of funds: manager and budget holder look critically at the added value (usefulness and necessity) of the trip and whether it fits within the department's budget. With 'usefulness and necessity', the main focus should be on how the international trip is important for the employee's work and their (personal) development. The manager then gives a substantiated positive or negative advice to the department or section board or the service department director<sup>1</sup>.
  - Second/third flow of funds: manager and budget holder take a critical look at the necessity of the trip. If the business trip is necessary, the supervisor will grant approval.
2. If the department or section board or the service department director decides that the business trip can take place on the first flow of funds, they will give the employee permission for the travel in writing (via e-mail in cc to HFA/financial controller).
  3. If the department or section board or the service department director decides that the international travel cannot take place on the first flow of funds, they will inform the employee in writing (via e-mail in cc to HFA/financial controller) and state the reason(s) for rejection.
  4. If a flight is booked via<sup>2</sup> UT Travel Unit on the first flow of funds , it must be accompanied by proof of the written permission given. Without this proof, a booking cannot be processed.
  5. On international train and car journeys, (random) checks take place afterwards. If there is no written permission, the claim will be rejected or (if the UT has already paid the invoice or the journey has already taken place via the NSBC) the costs for the international train journey will be recovered from the employee.

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<sup>1</sup> If the person who makes the first flow of funds for international business trips falls directly under the department or section board or the service department director, the employee will request permission directly from the department or section board or the service department director. If it concerns a mission by one of the members of the departmental or section board or by a department director, permission is requested from the dean or the Executive Board, respectively.

<sup>2</sup> This is always the case when booking on a WO number starting with a 1 (2nd/3rd money flow WO number starts with a 2. An exception can be an internal project on the first flow of funds, but where the WO number still starts with a 2).