

PROCEDURE FOR DOMESTIC BUSINESS TRIPS

(TRAVEL BY BUS OR TRAIN)

1. Download the "BUSINESS TRIP NOTIFICATION" form from the ICHB website
(For employees → Domestic and International Trips).
2. Complete the form and obtain signatures from your direct supervisor and the project manager responsible for the expenses.
3. Submit the notification via the designated administrative contact person to the Director's Secretariat at ICHB PAN at least 10 days before the trip.
4. Collect the delegation form and train/bus tickets.
5. During the business trip, confirm your official attendance on the delegation form
(stamp and signature from the conference, training organizer, or inviting party).
6. Settle the business trip (within 14 days of return). Submit the itemized invoice with signatures, travel receipts, and the completed and confirmed business trip order (delegation form) to the Accounting Department – room 218 B.