

Appendix information application foreign trip

Application digital. What does this mean for me?

Advantages

- ✓ No more printing, signing and sending by mail; the application is submitted digitally
- ✓ No risk of application forms getting lost in the mail

Digitally submitting the application and possibly advance payment

- ✓ You agree on the planned business trip with the supervisor and the budget holder before submitting the application.
- ✓ Like before, you can fill out the application form in the RUG-claim portal
- ✓ You declare that the budget holder and supervisor agree with the application
- ✓ After the digital submission, the request is sent by e-mail to the ISP-approver (s)¹⁾ for information. In most cases, the ISP-approver is the budget holder.
- ✓ If the application deviates from the previous agreement, the ISP-approver can reject or change the application by informing you and the FSSC. If necessary, the FSSC will inform you about the follow-up.

NB: You are personally responsible for entering into obligations and any costs arising from the change or rejection of the application.

¹⁾ The ISP approver is determined on the basis of the defined workflow in ISP-Invoice. ISP-Invoice is the program in which all invoices and invoices are handled digitally.

Questions

If you need any assistance with filling out the digital form, please contact the FSSC Service desk (050 363 4000 or FSSC@rug.nl).