

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.

What is reimbursed (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 be 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.

International SOS can help you in case you need medical and security assistance:



The image shows a membership card for International SOS and a contact list for medical and travel security experts. The card includes the International SOS logo, the text "Control Risks", "MEDICAL AND TRAVEL SECURITY ASSISTANCE", and a membership number: 22ATSM650801. It also features the CERN logo and contact information for experts 24/7. The contact list is a table with columns for city, phone number, and another phone number.

Call our medical and travel security experts 24/7. Call for preventive or emergency enquiries. Call before, during and after travel or assignment.		
BALI	BANGKOK	BEIJING
+62 361 710 505	+66 2 205 7777	+86 10 6462 9100
DUBAI	FRANKFURT	GENEVA
+971 4 601 8777	+49 6102 3588 100	+41 22 785 6464
HANOI	HO CHI MINH CITY	HONG KONG
+84 4 3934 0666	+84 8 3829 8520	+852 2528 9900
JAKARTA	JOHANNESBURG	KUALA LUMPUR
+62 21 750 6001	+27 11 541 1300	+603 2787 3126
LONDON	MADRID	MANILA
+44 20 8762 8008	+34 91 572 4363	+63 2 6270909
MOSCOW	MUMBAI	PARIS
+7 495 9376477	+91 22 42838383	+33 155 633 155
PHILADELPHIA	SEOUL	SINGAPORE
+1 215 942 8226	+82 2 3140 1700	+65 6338 7800
SYDNEY	TAIPEI	TOKYO
+61 2 9372 2468	+886 2 2523 2220	+81 3 3560 7183

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