



GOING ON A BUSINESS TRIP

Are you going on a business trip with at least 1 overnight stay, in Belgium or abroad? This checklist is so you get a clear overview about what to do before and after your trip.



CENTER FOR
MOLECULAR MODELING



Book your flight ticket mandatory through Apollo. Not obligatory for other means of transport.



An upfront travel request is obligatory for business trips with min. 1 overnight stay in Belgium or abroad



Send your certificate of attendance or other proof to cmm.office@ugent.be



Deliver your original receipts or expense notes within 1 month after your return to the admin office

Tip

More details on our website:

<https://molmod.ugent.be/business-trips>

