**Checklist**

For TSU employees going on business trips

**Documents to be submitted to the Center of Academic Mobility (CAM) on your return to TSU:**

1. **Internship/study:**

Information and analytics report (Appendix № 3 of the Rules and Regulations), signed by the host party (+the seal) and also by the head of the division, responsible vice-rector, vice-rector for strategic development.

1. **Participation in events (a conference, symposium, congress, etc.):**

А. A copy of a document issued by the host party which certifies participation in the event (e.g. a certificate).

Б. Information and analytics report (Appendix № 3 of the Rules and Regulations) signed by the head of the head of the division, responsible vice-rector, vice-rector for strategic development.

*If there are more than 2 host parties it is necessary to provide reports for each of the events.*

If the report documents are **in English** they must be translated and the translation should certified at the Center for Language Support (main building, north wing, 3rd floor, office 327). If the documents are **in any other foreign language** the translation can be verified at the Faculty of Foreign Languages (building 2, 2nd floor

Report documents must be **submitted to CAM within 2 weeks after the return to Tomsk**.

*You can consult our experts on any questions about report documents by calling 526-480 (main building, office 010, ground floor, south wing):*

**Financial report for accounting department (office 114, 116, main building):**

* 1. In the case of a business trip abroad, a copy of the passport page with stamps must be provided. The dates of arrival and departure must be the same as the dates of the trip, determined by the business trip order. Any discrepancies must be explained in writing, and the necessary changes will then be made to the business trip order.
  2. Assignment letter marked to show that the assignment was completed and signatures and stamps required by the assignment letter.
  3. Original documents that confirm travel expenses:
* Plane ticket (railway ticket), on an accountable form or an e-ticket with an enclosed document confirming payment (receipt, bank statement of payment via credit card online, etc.). If the payment was made online then the document confirming the payment is not needed. Any payments by the credit cards of third parties are STRICTLY FORBIDEN. Only the documents confirming travel expenses incurred by the secondee are accepted. Any travel documents that are in English or in any language other than Russian must be translated and the translation must be certified at the Center for Language Support (main building, north wing, 3rd floor, office 327). Infromation that should be translated is: Full Name of the passenger, Flight number, Date of departure, Fare.
* Boarding passes.

If the documents are lost, the expenses are not reimbursed; the funds are to be refunded to the TSU cash desk.

* 1. Original documents that confirm living expenses (receipt, bank receipt, etc.)
  2. Originals of the services agreements, delivery and acceptance certificates. In case it was agreed that the copies of these documents will be provided, the copies must completely match the originals (the number, date, total amount, and requisites) If the payment was made in cash then the proof of payment must be submitted (receipt, bank receipt, etc.).

***We strongly recommend you to find out in advance what documents you will receive as a proof of payment in case you pay in cash, and then consult the accounting department whether these documents will be accepted (see the contacts below).***

* 1. Employee time sheet filled out for the period of the business trip.

**Receiving the funds and reporting period**

1. The funds are transferred to the bank account of a secondee after all the necessary documents are filled out and the application for the transfer of funds was submitted. It should be noted that the transfer of the funds to the back account may take from one to three working days. Only bank accounts opened in banks with which the university entered into a contract must be used.
2. The cash advance report must be submitted within 3 working days from the date of arrival. Unused funds are returned to the cash desk no later than 5 working days from the date of approval of the advance report, in case of violation of these terms, the debt will be withheld from the secondee’s salary. The basis for reimbursement of expenses incurred in excess of the funds received is the approved cash advance report.

*To consult an expert on any issues connected with financial statements and to submit a cash advance report, please contact the following employees of the Accounting Department:*

* *Irina Yakovleva — deputy chief accountant - office114, tel. 529-901;*
* *Lidiya Greshnova - an accountant – office 114, tel. 529-681;*
* *Elena Stykon – senior accountant – office 116, tel. 529-594*