

**Business Trip**  
*Effective as of:*

*American University of Armenia*  
*Policy for Publication*  
*Policy Number: HUMR20140016*

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*Note: This policy is under revision.*

A Business trip is approved by the immediate supervisor. Department manager should inform HR department about the business trip at a minimum of three days prior by email mentioning the place of the business trip, purpose, duration and the costs for processing the business trip order in accordance with RA Labor Code.

**Related Documents**

**Business Travel Report**

**Business Travel Report Worksheet**

**Business Trip Form to Be Submitted Upon Return**

**Business Trip Request Form**

**Procedure for Requesting Business Travel and Reporting Expenses**