

Business Trip

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American University of Armenia

Policy for Publication

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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