

## **IAU Missions Step by Step**

(for IAU Office use only)

- 1 - Fill in the IAU Mission Request Form
- 2 - Submit the IAU Mission Request Form for approval by the GS
- 3 - Agree with the person requiring the Mission on the travel details and book the tickets and hotel if it is the case
- 4 - Fill in the IAU Mission Reimbursement Form and confirm with the person involved in the Mission that the proposed reimbursement is correct
- 5 - Submit the IAU Mission Reimbursement Form for approval by the GS
- 6 - Prepare payment and request the GS authorisation of the payment.

Teresa Lago

Paris, 23 January 2019