## **EBA MISSION PROCESS**

Traveller	Missions Office	Authorising Officer
Planning of Mission: Including sending travel request to missions inbox via email	Send travel request to HoU and Director for approval	
	Enquire sent to travel agency regarding flights/trains and hotel	
	Fill in Purchase Order and pass to Authorising Officer (AO) for signature	Approval
	Once AO approves, ask travel agency to issue tickets and send to traveller	