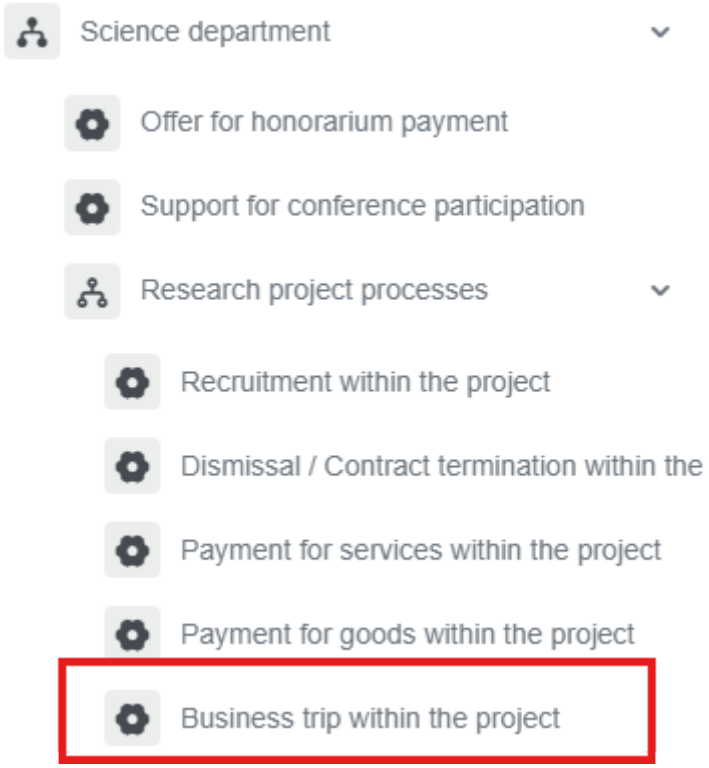
Business trip within the project

Process purpose and use cases
This process is used to officially formalize business trips for employees under a project and regulate the reimbursement procedure. It is applied in the following cases:

- Traveling to another city or country for official duties
- Participating in conferences, seminars, training programs, or negotiations

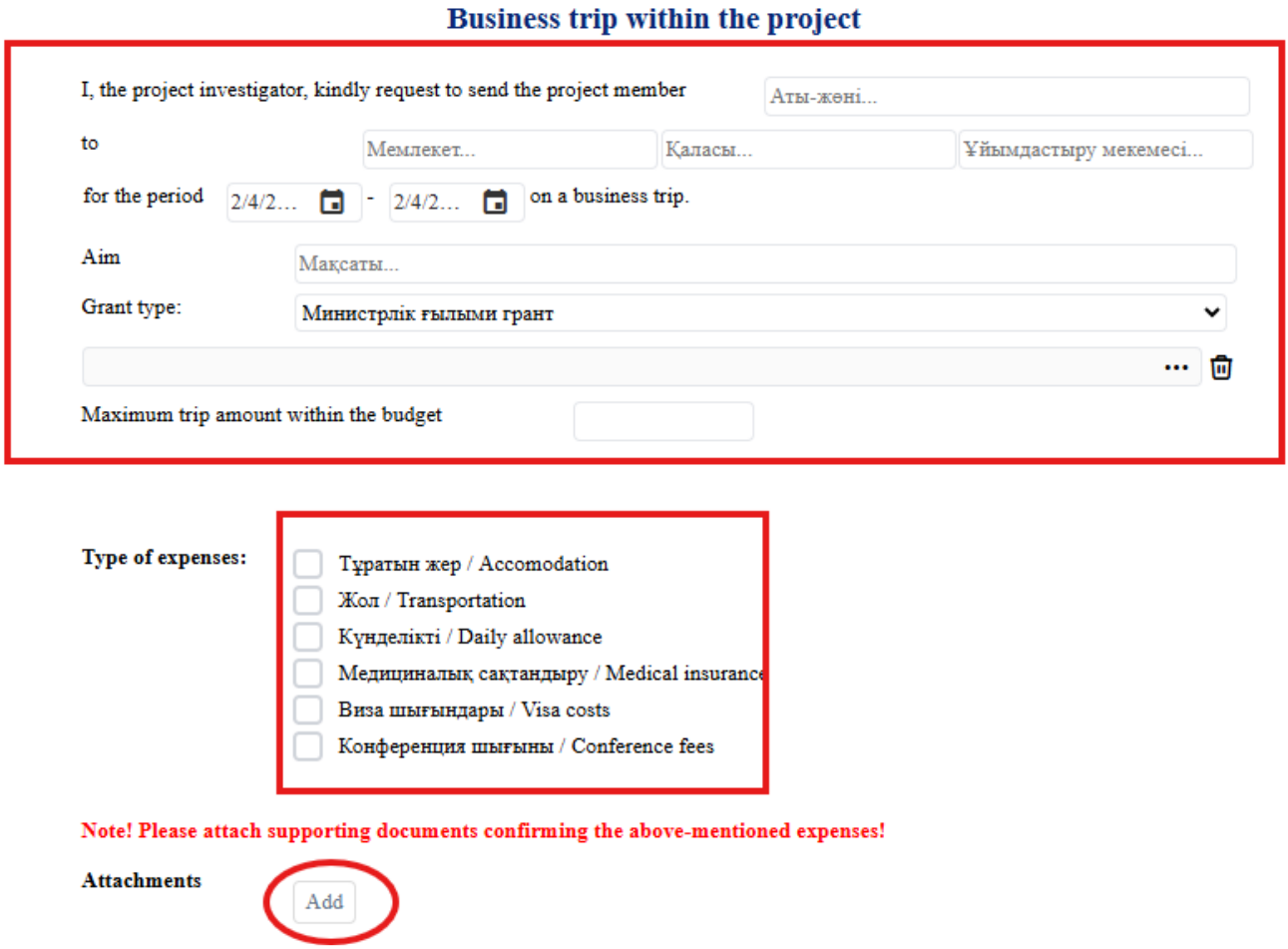
How can I initiate the Business trip within the project process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **Department of Science→ Research project processes → Business trip within the project** process**.**

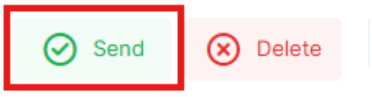


2. 1) Fill in the fields.

2) When you click the "Add" button, attach the necessary documents in the opened window

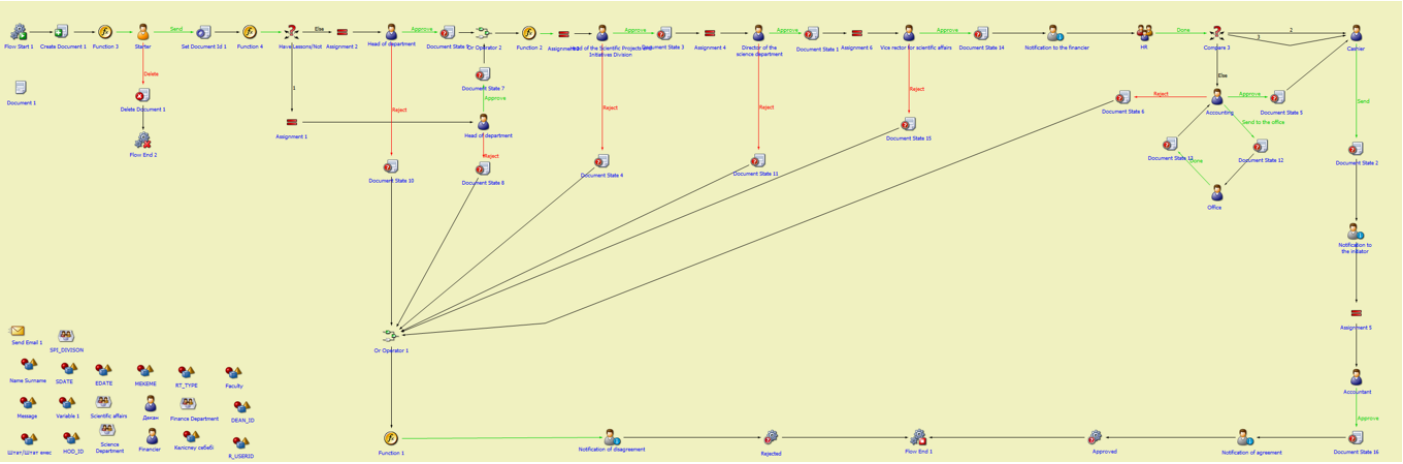


3. Once the required information is provided, click the "Send" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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