

Travel request

About four minutes. Nothing is booked until it is approved.

Questions marked * need an answer.

Send this at least [two weeks] before you travel, or [30 days] for an international trip. Please don't book anything until it is approved.

1. Your name *

As it appears on your ID, for bookings.

2. Work email *

3. Department

4. Your manager or approver *

5. Where are you going? *

City, and country if abroad.

6. Domestic or international? *

☐ Domestic ☐ International

7. What is the trip for? *

Name the conference or meeting in full, and say how it helps your work.

8. Leaving on *

Date

9. Back on *

Date

10. How will you travel? *

- | | | |
|--|--|---|
| ☐ Fly | ☐ Own car (mileage) | ☐ Rental car |
| ☐ Work or fleet vehicle | ☐ Train or bus | ☐ With a colleague |

11. Anyone else from here going?

Say if you are sharing a room or a car.

12. Fares or mileage (estimate)

13. Accommodation (estimate)

14. Registration or fees

15. Meals and incidentals (estimate)

Estimated total: \$...

16. Budget or grant to charge *

17. Do you need a travel advance?

- ☐ Yes ☐ No

18. Conference brochure or agenda

Attach this separately and write what you attached below.

19. Will you take a work laptop or use work systems abroad?

Only if "Domestic or international?" is International.

- ☐ Yes ☐ No

20. Travel policy *

- ☐ I have read the travel policy _____ and will not book until this is approved.

21. Your signature *

Signature

Date