**TRAVEL BOOKING FORM**

Please ensure all fields in Section 1 are completed, and only the relevant details in Section 2. To avoid any duplication of bookings, please **only** fill in the parts you require administration staff to book. Sections 3 and 4 are for office use only. Travel Insurance will automatically be added to every booking outside of the UK.

**SECTION 1 – Essential Details:**

|  |  |
| --- | --- |
| Title:  *(Please note that most flight websites do not allow academic titles)* |  |
| Forename(s): |  |
| Surname: |  |
| Date of Birth: |  |
| Nationality: |  |
| Name as shown on passport: |  |
| Travelling to: |  |
| Do you have the correct visa for travelling to this country? |  |
| Dates of travel: |  |
| Reason for travel: |  |
| Email Address: |  |
| Contact Number: |  |
| Travel Insurance required? |  |
| Account/Grant to be charged: |  |
| Account holder signature: |  |

**SECTION 2 – Travel Requirements:**

**A) Flight Bookings –**

Please note that any baggage must be added at the same time as booking the flight, this cannot be done by administration staff at a later date.

|  |  |
| --- | --- |
| Preferred OUTBOUND flight:  *(Please include full names of airports, dates/times of flights and where possible flight numbers)* |  |
| Preferred INBOUND flight:  *(Please include full names of airports, dates/times of flights and where possible flight numbers)* |  |
| Website used: |  |
| Price: |  |
| Do you have any luggage to check in?  *(If so, please state how much luggage allowance you need in kg)* |  |

**B) Hotel Bookings –**

|  |  |
| --- | --- |
| Hotel Choice: |  |
| Website: |  |
| Checking in date: |  |
| Checking out date: |  |
| Number of nights required: |  |
| Total price: |  |
| Alternative hotel choice in case of unavailability: |  |
| Any additional requirements: |  |

**C) Train Bookings –**

|  |  |
| --- | --- |
| OUTBOUND Journey:  Date:  Leaving from:  Going to:  Time preference: |  |
| RETURN Journey:  Date:  Leaving from:  Going to:  Time preference: |  |
| Total price: |  |
| Website used: |  |
| Do you have a railcard?  *(If yes, please state which type)* |  |
| London travel card required?  *(If yes, please state which zones)* |  |

**D) Conference Bookings –**

Please note that if payment is required by bank transfer, we cannot do this booking for you as no record of the money can be kept. You will need to book this yourself and claim the money back.

|  |  |
| --- | --- |
| Name of Conference: |  |
| Weblink: |  |
| Deadline for early registration: |  |
| Registration type: |  |
| Preferred name for identity badge: |  |
| Total price: |  |
| Additional requirements:  *(dietary, additional workshops etc)* |  |

Please attach any further information that is required for registration to this form.

**E) Taxi Bookings –**

Please include the full address and contact number. If more than one pick-up is required, please include all addresses. If your taxi is to/from the airport, please include flight numbers and times.

|  |  |
| --- | --- |
| OUTWARD Journey:  Pick up from:  Drop off at:  Contact number:  Flight Number/Time: |  |
| RETURN Journey:  Pick up from:  Drop off at:  Contact number:  Flight Number/Time: |  |

***OFFICE USE ONLY***

**SECTION 3 – Financial Approval:**

|  |  |
| --- | --- |
| Authorised by: |  |
| Date: |  |
| Card to be used: |  |
| Special instructions:  *(FP7 projects etc)* |  |

**SECTION 4 – Booking Details:**

|  |  |
| --- | --- |
| Booking made by: |  |
| Date: |  |
| Card used: |  |
| Recorded on spreadsheet? |  |