|  |  |
| --- | --- |
| **Personal Details** | |
| Name of traveller |  |
| Department |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Itinerary** | | | |
| Destination |  | | |
| Departure Date |  | Return Date |  |

|  |
| --- |
| **Purpose of Journey** |
|  |
| **Benefit to University** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Estimated Costs** | | | |
| Air Fares | £ | Inland Travel | £ |
| Conference Fee | £ | Subsistence | £ |
| Accommodation | £ | Other | £ |
| **Total** | £ | | |

|  |  |
| --- | --- |
| **Funding Arrangements: This trip will be funded from/by:** | |
| **Name of Sponsor** |  |
| **Subproject** |  |

|  |  |
| --- | --- |
| **International Travel Policy Risk Assessment Outcome** (tick one) | |
| Negligible/Low risk |  |
| Moderate/High risk | HoC/DPSU approval obtained |
| High-extreme risk | HoC/DPSU & Registrar approval obtained |

|  |  |
| --- | --- |
| **Declaration** | |
| I wish to request your approval to undertake the overseas journey(s) detailed above. I declare that the journey(s) is/are in respect of official university business, and that I am fully aware of the university’s rules in relation to travel and subsistence as contained in section E.8 of the university’s Financial Policies and Procedures. | |
| Signature (requestor) | Date: |

|  |  |
| --- | --- |
| **Certification** | |
| I agree that this member of staff may undertake the journey(s) detailed above and certify that it will be of benefit to the university and forms part of the individual’s academic/ official duties. | |
| Signature  (Head of College /School/Department/Pro Vice chancellor/Vice Chancellor/Chair of Council) | Date: |