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# YSJ Travel International Booking Form

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| Personal Details | Please Provide Details |
| Name |  |
| Email | PGR e-mail:  Please cc ResearchOffice@yorksj.ac.uk |
| School/Department |  |
| Dietary requirements |  |

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| --- | --- |
| Travel Details | Please Provide Details |
| Purpose of travel - please provide brief details including the benefit to YSJU of this travel taking place. |  |
| Exact address/location of event - country/city/town |  |
| Estimated total cost - please include conference/event fees, rail travel, taxi, hire car, flights, accommodation, Visa, subsistence. | Estimated total cost:  **Note to YSJ Travel: the costs of this booking must not exceed the approved total of xxx. Any spend over the maximum must be recharged to the PGR. Please contact the traveller and** [**ResearchOffice@yorksj.ac.uk**](mailto:ResearchOffice@yorksj.ac.uk) **if this is likely to be the case.** |
| Cost/Budget Code | 5301 (Research Office) 31400 |
| Project Code |  |
| Sponsored Worker - is the person travelling a sponsored worker? If yes, please notify [HROD](mailto:HROD@yorksj.ac.uk) immediately outlining their travel plans. As a sponsored worker license holder, the University has a duty to inform UKVI of any international travel our sponsored workers undertake for work related activities within 10 days - please delete as appropriate. | Yes - if yes, please confirm date HROD notified.  No |
| Do you need a visa? - please delete as appropriate  (Obtaining/requiring a Visa and any vaccinations is the traveller’s responsibility. Please check the [CIBTvisas](https://cibtvisas.com/visa-quick-check) website for up-to-date information.) | Yes - if yes, it is the traveller’s responsibility to obtain the necessary paper work.  No |
| Carbon Footprint - there is an expectation that for Northern/Western European destinations, train travel will be used to reduce our carbon footprint. If you are not using this means of transport, please justify your reason for this. |  |
| Date of departure from UK (DD/MM/YYYY) |  |
| Date of return to the UK (DD/MM/YYYY) |  |
| Date of return to University (DD/MM/YYYY) |  |
| Total number of days - including all approved annual leave and days off. |  |

**Annual Leave -** the University acknowledges that staff occasionally request a brief period of annual leave prior to, or following, University business. Approval of such requests is at the discretion of the Pro Vice-Chancellor, or delegate. The University will not authorise international travel in instances in which the total period of annual leave is greater than the total number of days undertaking work related activities (e.g. requests for 3 days annual leave must be accompanied by a minimum of 3 business days). If you intend to take annual leave either prior to or after your University business, this must be clearly stated on your itinerary.

Please note, the University will not cover accommodation and subsistence costs during annual leave days.

University travel insurance may not cover periods of annual leave. Staff are strongly advised to take out personal insurance to cover periods of approved annual leave.

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| UK - Rail Travel | Please Provide Details |
| Do you have a railcard? – please delete as appropriate | Yes – if yes please state type and number.  No |
| Outbound Travel |  |
| Departure date |  |
| Departure station |  |
| Arrival station |  |
| Preferred departure time |  |
| If you need to be there by a certain time, please confirm |  |
| Seating preferences |  |
| Inbound Travel |  |
| Return date |  |
| Departure station |  |
| Arrival station |  |
| Preferred departure time |  |
| If you need to be there by a certain time, please confirm |  |
| Seating preferences |  |

If more than one set of rail travel is required, please copy the box and complete for as many times as necessary.

|  |  |
| --- | --- |
| UK - Accommodation | Please Provide Details |
| Check-in date |  |
| Check-out date |  |
| Location – please provide postcode/area  (We will be predominantly using Premier Inn and Travelodge Hotels and will book the best hotel close to where you require offering the best value). |  |
| Preferred hotel - within budget |  |
| Meal requirements – please delete as appropriate | Breakfast  Evening meal |
| Do you require parking at the hotel? - please delete as appropriate | Yes  No |
| Any additional comments/requirements |  |

If more than one hotel is required, please copy the box and complete for as many times as necessary.

|  |  |
| --- | --- |
| Passport Details  Please fully complete your passport information, this must exactly match what is stated in your passport. | Please Provide Details |
| Title |  |
| Full name |  |
| Passport no. |  |
| Passport issue date |  |
| Passport expiry date |  |
| Country of issue |  |
| Date of birth |  |
| Place of birth |  |
| Nationality |  |
| Traveller mobile number |  |

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| --- | --- |
| Air Travel | Please Provide Details |
| Outbound Travel |  |
| Departure airport |  |
| Arrival airport |  |
| Departure date |  |
| Preferred departure time |  |
| Preferred arrival time |  |
| Do you require airport parking? |  |
| Other details e.g. luggage allowance, etc. |  |
| Inbound Travel |  |
| Departure airport |  |
| Arrival airport |  |
| Departure date |  |
| Preferred departure time |  |
| Preferred arrival time |  |
| Any additional comments/requirements |  |
| Will you require additional internal flights? - please delete as appropriate | Yes - if yes, please complete details in table below.  No |
| Internal flight departure airport |  |
| Internal flight arrival airport |  |
| Date of internal flight |  |
| Preferred departure time |  |

|  |  |
| --- | --- |
| Overseas - Rail Travel | Please Provide Details |
| Outbound Travel |  |
| Departure date |  |
| Departure station |  |
| Arrival station |  |
| Preferred departure time |  |
| If you need to be there by a certain time, please confirm |  |
| Seating preferences |  |
| Inbound Travel |  |
| Return date |  |
| Departure station |  |
| Arrival station |  |
| Preferred departure time |  |
| If you need to be there by a certain time, please confirm |  |
| Seating preferences |  |

If more that one set of rail travel is required, please cope the box and complete for as many times as necessary.

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| --- | --- |
| Overseas - Accommodation | Please Provide Details |
| Check-in date |  |
| Check-out date |  |
| Location - please provide a postcode/landmark/area you wish your hotel to be in/close to. We will book the best hotel close to where you require, offering the best value. |  |
| Preferred hotel |  |
| Meal requirements – please delete as appropriate | Breakfast  Evening meal |
| Any special requirements |  |

If more than one hotel is required, please copy the box and complete for as many times necessary.

A reminder that all expenses should adhere to the [Travel and Expenses Policy](https://www.yorksj.ac.uk/policies-and-documents/finance/#expenses).

By submitting this form, you confirm that the costs related to this travel have been fully discussed and approved by the budget holder and your line manager (/supervisor for PGRs).