**Request for approval of travel[[1]](#footnote-1):**

|  |  |
| --- | --- |
| **Name of person requesting approval to travel:** |  |
| **School/College/Unit:** |  |
| **Destination:** |  |
| **Duration of Stay:** |  |
| **Is personal travel an element of the trip, if so please specify?** |  |
| **Purpose of Travel[[2]](#footnote-2):** |  |
| **Cognisant of environmental sustainability, what other options have been considered rather than undertaking this travel?** |  |
| **Estimated cost for the trip**  | Flight | € |
| Subsistence which includes overnight accommodation and three meals where relevant  | € |
| Conference registration fees | € |
| Public Transport | € |
| Incidental costs  | € |
| Mileage[[3]](#footnote-3) | € |
| Total | € |
| **Funding source (ideally one) and confirmation that this is an allowable expense (where applicable):** |  |
| **By signing this request, I confirm that I have read and understood the University’s travel policies QA302, QA303 and QA304. I agree to attach a copy of this approval request form to any related supplier invoices or expense claims. Signature of person travelling:** | **Date:** |
| **Decision of relevant independent T&S approver:** | **Date:** |

1. Prior approval is required for international and domestic overnight travel. [↑](#footnote-ref-1)
2. Note this must meet the Revenue’s wholly, necessarily and exclusively in the performance of the travellers University’s duties’ test. [↑](#footnote-ref-2)
3. Public transport should normally be used when travelling on University business. [↑](#footnote-ref-3)