# University of Edinburgh

# Travel Requisition

|  |  |
| --- | --- |
| **SURNAME:** | **Department: Informatics**  **Institute:**  **Booker:**  **Telephone:** |
| **FIRST NAME:** |
| **TITLE:** | **NATIONALITY: n/a** |

**CHARGING DETAILS (complete one)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Finance Coding** | **Grant/Project** | **Fund** | **Cost Centre** | **Account No.** | **Analysis** |
| Gen Travel |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Finance Coding** | **Grant/Project** | **Project Number** | **Organisation** | **Expenditure Type** |
| Research CoA (POETA) |  |  |  |  |

|  |  |
| --- | --- |
| Event: |  |
| Purpose of travel: |  |

## AIR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **From** | To | **Dept. Time** | **Arrival**  **Time** | **Ticket** **number** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Rail

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **From** | To | **Dept. Time** | **Arrival**  **Time** | **Rail No** | **Ticket Type** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Accommodation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Location** | Hotel name | **No of nights** | **Room type** | **Rate** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Flights:**  **Accomm.:**  **Total:** | **Authorised signature:** | **Date** |

|  |  |  |  |
| --- | --- | --- | --- |
| Travel Insurance |  | DoPS Approval (risk assessment) |  |