|  |  |  |  |
| --- | --- | --- | --- |
|  | Travelers name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of travel: \_\_\_\_\_\_\_\_\_\_\_ Total travel days: \_\_\_\_\_\_\_\_\_\_  Status: Team member/Visitor Position: PI/researcher/student/technician/administrative/other\_\_\_\_\_\_\_  Destination/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| BUDGET NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | PI's name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Project's type (ERC etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
| Project related - Yes/no | No of days: \_\_\_\_ | Destination: \_\_\_\_\_\_\_\_\_\_\_\_ | **1.**  Date: \_\_\_\_\_\_\_\_\_ |
| **Justification**: | | | |
| **Expenses requested:**  Flight \_\_\_\_\_\_\_\_ per diem \_\_\_\_\_\_\_\_ car hire \_\_\_\_\_\_\_\_ registration \_\_\_\_\_\_ other\_\_\_\_\_\_\_ | | | |
| ***If the travel includes more than one destination and/or period, please elaborate for all destinations and periods:*** | | | |
| Project related - Yes/no | No of days:\_\_\_\_ | Destination: \_\_\_\_\_\_\_\_\_\_\_\_ | **2.**  Date: \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Justification**: | | | |
| **Expenses requested:**  Flight \_\_\_\_\_\_\_\_ per diem \_\_\_\_\_\_\_\_ car hire \_\_\_\_\_\_\_\_ registration \_\_\_\_\_\_ other\_\_\_\_\_ | | | |

**PI approval**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_ signature: \_\_\_\_\_\_\_\_\_\_

**FOR RESEARCH AUTHORITY USE ONLY**

**MAXIMUM REFUND APPROVED FOR THE TRAVEL: \_\_\_\_\_\_\_\_\_\_\_**

**MAXIMUM REFUND APPROVED PER TYPE OF EXPENDITURE:**

Flight \_\_\_\_\_\_\_\_ per diem \_\_\_\_\_\_\_\_ car hire \_\_\_\_\_\_\_\_ registration \_\_\_\_\_\_ other\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_ signature: \_\_\_\_\_\_\_\_\_\_