

# **BSS Travel Booking Form**

**Full Name As On Passport:**

**Date of Birth:**

**Purpose of Travel:**

**Date of Departure:**

**Date of Return:**

**Conference To Be Booked:**

*(Please give details of any conferences that need to be booked. Include a weblink to booking page or attach the conference booking information to this form. Please state any requirements eg special dietary needs, attendance at specific events etc)*

**Approx Cost:**

**Travel To Be Booked:**

*(Please give specific details of travel required ie Airline, flight numbers and date of flights – please note that for any trips of 3 nights or less bookings will be made without checked in luggage unless specific requests are received to the contrary)*

**Approx Cost:**

**Accommodation To Be Booked:**

*(Please give specific details of accommodation ie hotel, date of arrival and departure etc)*

**Approx Cost:**

**PTO**

**Details of Financial Assistance Received From Elsewhere:**

Name of College/Institution:

Amount to be reclaimed:

Name of College/Institution:

Amount to be reclaimed:

Name of College/Institution:

Amount to be reclaimed:

*Please ensure that any reimbursement is given to admin in the form of a cheque made payable to 'University of Cambridge'*

**Admin use only: Cheque for £            received on**

**If the total cost of this travel is less than £250 please pass this form directly to Admin who will make the bookings.**

**If the total cost of this travel is over £250 then please get your supervisors signature below before passing to Admin. Any forms not signed will be returned to the applicant.**

Signed .....

Date .....

**Finance checked by Sector Administrator (for bookings over £250)**

Signed .....

Date .....