**Expression of Interest / Business Trip Approval Form**

**Complete this form to request attendance at/for:**

* **External events/courses/conferences/seminars/training (including those where there is no monetary costs).**
* **Internal events/courses/conferences/seminars/training where support funds are required (e.g. fees) and/or where there is a significant time investment required (e.g. a number of days where teaching requires cover).**
* **Business travel reimbursement.**

**Please complete the form and submit to your Line Manager (Head of Department and/or Deputy Head of Department and/or Project Code Budget Holder) for approval. All international travel must be approved by the Dean. Completed forms with required approval attached should then be submitted to your Departmental Administrator by email.**

**Please ensure your Deputy Head of Department is aware of the time commitment involved in undertaking these trips.**

Complete the Estimated Costs section (if appropriate) and **ONE** section only from A, B, C, D or E below. Ensure the Risk Assessment section is also completed.

|  |  |
| --- | --- |
| **Name and Date of Birth** *(only required for travel agency bookings)* |  |
| **Mobile phone number** *(for use in emergencies/urgent offsite contact)* |  |
| **Email address** |  |
| **Department** |  |

**Estimated Costs / Funding Request**

*Requested funding from GCU (including from project and PD accounts). If costs are to be split please indicate how.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Primary** **Code** | **Secondary Code** | **Project** **Code** | **Other Funding Source** |
| Fees | £ |  |  |  |  |  |
| Travel (inc bags for flights) | £0 |  |  |  |  |  |
| Accommodation | £0 |  |  |  |  |  |
| Other **\*** *Please detail* | £0 |  |  |  |  |  |
| Subsistence | £0 |  |  |  |  |  |
| **TOTAL** | **£** |  |  |  |  |  |

**Notes about estimated cost / funding request**

*Include information related to the estimated costs (e.g. if funding is to be reimbursed to GCU by external source)*

|  |
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|  |

**Section A: Attendance at external conference/seminar/training/other CPD-type event**

|  |  |
| --- | --- |
| **Reason(s):***Please provide specific reason for attendance (e.g. presenting a paper, member of the organising committee, keynote speaker, session chair, attendance for staff development etc). If you are presenting a paper please provide details.* |  |
| **Title:** *Please provide title of Conference/Seminar/Event.* |  |
| **Event Date(s) and Location:***Include here detail about full time required (e.g. travel). Also include any information about cover required for teaching, supervision, committees etc.* |  |
| **Event Web Site (if applicable):** |  |
| **Other:***If none of the above applies (e.g. no paper submitted / or no planned presentation), please provide the expected benefits of attending from a personal and Research Institute/School perspective.* |  |
| **Dissemination within GCU:***Provide information about how you will share learn with colleagues in GCU.* |  |

**Section B: Attendance at** internal **conference/seminar/training/other CPD-type event**

|  |  |
| --- | --- |
| **Reason(s):***Please provide specific reason for attendance (e.g. presenting a paper, member of the organising committee, keynote speaker, session chair, attendance for staff development etc).* |  |
| **Title:** *Please provide title of Conference/Seminar/Event.* |  |
| **Event Date(s):***Include here detail about full time required. Also include any information about cover required for teaching, supervision, committees etc.* |  |
| **Event Web Site (if applicable):** |  |
| **Other:***If none of the above applies (e.g. no paper submitted / or no planned presentation), please provide the expected benefits of attending from a personal and Research Institute/School perspective.* |  |
| **Dissemination within GCU:***Provide information about how you will share learn with colleagues in GCU.* |  |

**Section C: Extended business meeting**

*Only complete where meetings require more than a day out of the office or require cover for teaching, supervision, committees etc. Normal external meetings can be notified thought the Psychology calendar.*

|  |  |
| --- | --- |
| **Attendee(s) names & organisations:** |  |
| **Date of meeting(s):***Include full time away from GCU. Also include any information about cover required for teaching, supervision, committees etc.* |  |
| **Role in meeting(s):***Chair, member, participant etc.* |  |
| **Purpose of meeting(s):** |  |

**Section D: Marketing /Recruitment Trip**

|  |  |
| --- | --- |
| **Reason(s):***Please provide specific reason for this trip and attach details of the itinerary.* |  |
| **Date of trip(s):***Include full time away from GCU. Also include any information about cover required for teaching, supervision, committees etc.* |  |
| **Is the trip domestic or international?** |  |
| **Does the trip involve providing hospitality?** |  |
| **Is the trip approved by the ADI (International) or other appropriate budget holder?** |  |
| **Is another School/University colleague undertaking the same trip? If so, please provide details:** |  |

**Section E: Other activity**

|  |  |
| --- | --- |
| **Reason(s):***Please provide specific reason for this trip. Please attach details of the itinerary.* |  |
| **Is the trip Domestic or International?** |  |
| **Does the trip involve providing hospitality?** |  |
| **Is another School/University colleague undertaking the same trip? If so, please provide details:** |  |

**Risk Assessment**

*You are responsible for ensuring that a Risk Assessment has been conducted. International travel will not be booked unless the Risk Assessment Form accompanies this form.*

|  |  |  |
| --- | --- | --- |
| Risk Assessment Completed | YES |  |
|  |  |  |
|  | No |  |

Please note if you intend to extend the trip for personal reasons (e.g. a holiday) any additional costs for accommodation, travel and subsistence will be at your own expense. To help with planning and bookings please provide details of any extension in this form and book annual leave in the normal way.

**Additional Requester Notes**

Requester’s signature: Date:

**Approver Notes**

Approver’s signature: .................................................... Date:.........

**Please return this completed form to your Departmental Administrator/Administrative Support**

**Staff travelling overseas must email a current copy of the Emergency Details form to** **travel@gcu.ac.uk**

**Forms and further information is available from** [**http://www.gcu.ac.uk/healthandsafety/travel/**](http://www.gcu.ac.uk/healthandsafety/travel/)

**Remember to download Summary of GCU Travel Insurance document from the GCU Finance Office Intranet.**

**All iExpense claims must be accompanied by original receipts & sent to Finance in the iExpense envelopes**.

**Mandatory Information for Travel Arranger**

*This part of the form can be completed once approval is in place.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Travel Request** |  | **Flight** |  |
| *(please check all that apply)* |  |  |  |
|  |  | **Hotel** |  |
|  |  |  |  |
|  |  | **Rail** |  |

**Travellers should contact their Administrator/Travel Booker to provide assistance with travel requirements and quotes from the GCU Travel Management Company (TMC).**

**In order for your Travel Booker to book your travel request, please ensure all the necessary fields below are completed. Incomplete forms will be rejected to the Traveller which could result in delays.**

|  |  |
| --- | --- |
| **Do you have a staff profile on the TMC portal?** |  |

FLIGHTS *Example responses provided below, please overwrite.*

|  |  |
| --- | --- |
| **One Way/Return/Multi trip** |  |
| **From (departure airport)** |  |
| **To (destination airport)** |  |
| **Date and Time/Flight No. – Outbound** |  |
| **Date and Time/Flight No. - Inbound** |  |
| **Airline Carrier** |  |
| **Add Baggage** |  |
| **Emergency Contact Information** |  |

HOTELS

|  |  |
| --- | --- |
| **Check in date/time** |  |
| **Check out date/time** |  |
| **Number of nights** |  |
| **Room Occupancy** |  |
| **Breakfast** |  |
| **Hotel Name and Address** |  |
| **Special conference rate?**  |  |
| **Postcode and radius if hotel not available** |  |

RAIL

|  |  |
| --- | --- |
| **Single/Return/Open Return** |  |
| **From (departure station)** |  |
| **To (destination station)**  |  |
| **Date and Time - Outbound** |  |
| **Date and Time – Inbound** |  |
| **No of people travelling** |  |
| **Traveller Railcard** |  |
| **Seat preference (coach and direction)** |  |
| **Additional Preferences** |  |

**Travellers are reminded that Glasgow Hotels should not be booked through your Travel Arranger.   Please click** [**here**](http://www.gcu.ac.uk/theuniversity/howtofindus/hotels/) **for further details on the GCU corporate rates.**

**Further information on the University Travel Policy can be found** [**here**](http://www.gcu.ac.uk/financeoffice/travel/)