

REQUEST FOR TRAVEL/CONFERENCES

This form should be completed before you book any travel, conference and approved by your supervisor/PI.

Once approved please email to Rutherford.finance@phy.cam.ac.uk or drop it into the hub office.

Name of individual:	
Purpose of expenses: <i>(e.g. conference to X, travel, accommodation)</i>	
Dates of travel:	
Estimated cost (£):	
Travel (£):	
Subsistence (£):	
Accommodation (£):	
Registration fees (£):	
Budget code:	
Funds sought elsewhere and if so how much?	
PI approval: <i>(Signature on form or attach email approval)</i>	
TRAVEL INSURANCE & RISK ASSESSMENTS	<p>The University provides travel insurance for employees and registered post-graduate students of the University whilst travelling abroad on University business. Cover is also provided for graduate students and undergraduates whilst travelling on supervised departmental fieldtrips. This is free but you do need to apply by following the attached link: https://www.phy.cam.ac.uk/intranet/services/finance/travel_insurance</p> <p>HOWEVER, please note: any claim will be void if a risk assessment has not been completed <u>prior</u> to travel. There is not currently a specific Travel risk assessment form but a basic form can be adapted for this purpose and can be found here: https://www.phy.cam.ac.uk/intranet/hands</p>

Booking Travel

Key Travel should be used for any flight or hotel booking.

Staff & Students can obtain quotes direct from Cambridge@keytravel.com, letting them know your requirements, or a member of the Hub can assist.

Please remember that Airbnb and similar, are not to be used for University business.

When claiming mileage, staff must ensure they have adequate business use cover on their insurance premium.