**REQUEST FOR TRAVEL/CONFERENCES**

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

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| --- | --- |
| Name of individual: |  |
| Dates of travel: | From: To: |
| Purpose of expenses:*(e.g. conference to X, travel, accommodation).* |  |
| *Please attach or include the agenda and summary of the conference/meeting*  |  |
| *If funded by a grant, provide the relevance of your attendance and how this travel Is relevant to the project it will be funded by*. |  |
| Estimated cost (£): |  |
| Travel (£):  |  |
| Subsistence (£): |  |
| Accommodation (£): |  |
| Registration fees (£): |  |
| Budget code: |  |
| Funds sought elsewhere and if so how much? |  |
| PI approval:*(Signature on form or attach email approval)* |  |

**The Hub will not request approval to the PI if the flight/accommodation price vary in the range of £100**

**Booking Travel**

Please ensure you use the Claimants guide to expenses before submitting your claim - [Microsoft PowerPoint - Claimants quick guide to expenses\_update0324 (cam.ac.uk)](https://www.finance.admin.cam.ac.uk/files/expenses_quick_guide_infographic.pdf).

**Please Note:**

1. **Key Travel** should be used for any flight or hotel booking. Airbnb and similar, are not to be used for university business.
2. **Taxi Journeys** are only allowed in strict circumstances please refer to the following link - Uber is unregulated and not allowed); [Public transport: expenses policy | Finance Division (cam.ac.uk)](https://www.finance.admin.cam.ac.uk/employee-expenses-policy/annex/business-travel/public-transport)
3. **Expense claims**: please keep all VAT receipts – Credit card receipts cannot be provided as proof of expense.
4. **Timeframe**: Claims MUST be submitted within 3 months from the travel.
5. When claiming mileage, staff must ensure they have adequate business use cover on their insurance premium.