Example

***[School/Department name]***

**Business Trip Approval Form**

**Please complete and attach email approval from your Head of Department and/or Associate Dean (Research - for conference funding only).  Completed forms with required approval attached should be submitted to your Departmental Administrator located in Room W611.**

**All GCU London Travel will be approved by Assistant Head of Administration (Planning) but requires prior approval from your Head of Department (HOD) - please complete form and attach email approval from your HOD and submit to Phil Green located in Room [exact location].**

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

Complete the Business Trip Request section and **ONE** section only from A, B, C, D or E below if applicable.

**Business Trip Request**

Full name as per passport………………………………….……………………………………………………………………….…………………………………………………

Dept:……..………………………………………………………………………………….Destination: ..................................................................................

Reason:…………………………………….…………………………………………………………………………………………………………………………………………………..

Travel Dates:…………………………………………………………………………………………………………………………………………………………………………………

Proposed travel itinerary e.g. exact flight times and hotel: ...............................................................................................................

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Estimated Costs                       £** |   | **Primary****Code** | **Secondary Code** | **Project****Code** | **Total****Amount (£)** |
| Fees | £ |   |   |   |   |   |
| Travel | £ |   |   |   |   |   |
| Accommodation | £ |   |   |   |   |   |
| Other **\* Please circle below** | £ |   |   |   |   |   |
| Subsistence | £ |   |   |   |   |   |
| **TOTAL** | **£** |   |   |

**\*Other – car hire / mileage costs / taxis */*car parking / if none of these please detail: ……………………………………………………………………**

|  |  |  |
| --- | --- | --- |
| Costs to be reimbursed to the University? | Y/N |   |
| If yes, who will refund the costs? | N/A |

**Section A: Attendance at a Conference or Seminar**

|  |  |
| --- | --- |
| **Reason(s):***Please provide****specific****reason for this trip 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.* |   |
| **Conference/Seminar Date(s):** |   |
| **Conference/Seminar 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.* |   |
|  **Section B: Placement Visits** |    |
| Please provide**Student  name(s):** |   |
| **Student ID no(s):** |   |
| **Student placement organisation:** |   |
| **Frequency of visits:***(Indicate whether this is the first of two visits, second of two visits, etc.)* |   |
| **Reason(s):** |   |

|  |  |
| --- | --- |
| **Section C: Business Meeting** |   |
| **MEETING(S):***If you are attending several meetings please provide a**separate list and attach to this document.* |   |
| **Attendee(s) names & organisations:** |    |
| **Date of meeting(s):** |   |
| **Time of meeting(s):** |   |
| **Role in meeting(s):***Chair, member, participant etc.* |   |
| **Purpose of meeting(s):** |   |

|  |  |
| --- | --- |
| **Section D: Marketing /Recruitment Event** |   |
| **Reason(s):***Please provide****specific****reason for this trip & attach**details of the itinerary.* |   |
| **Is the trip domestic or international?** |    |
| **Does the trip involve providing hospitality?** |   |
| **Is the trip approved by the AD (Business Development) for marketing purposes OR AD (International) for recruitment purposes?** |   |
| **Is another School/University colleague undertaking the same trip? If so, please provide details:** |   |

|  |  |
| --- | --- |
| **Section E:  Other Activity (e.g. guest lecturing)** |   |
| **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:** |   |

|  |  |
| --- | --- |
| **Section F: 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 is attached to the BTA.** | xRisk Assessment Completed  YES                                                    NO |

Please note if you intend to extend the trip for personal reasons e.g. a holiday, accommodation will be at your own expense.

Claimant’s signature: ………….………….............................. Date: …………………………………..……..............……………………..

Associate Dean of Research signature: …………………………………………………….. Date: ………………………………………………

Approved signature: .................................................... Date:....................................................................................