

Travel and Accommodation Request form

1

Contact Details

Title

First Name

Surname

Address

Postcode

Daytime Telephone

Mobile Telephone

Email

National Insurance No.

2

Event Details

Date

Type

Name of Centre / SQA Office

Address

Postcode

Verification Group Number

Verification Group Name

3 Travel Request Details

	Outward	Return
Date of Travel		
Departure Time		
Arrival Time		
From		
To		
Mode of Transport		
Railcard Type (if available)		
Railcard Number (if available)		

4 Accommodation Request Details

Date of Arrival		
Number of Nights		
Preferred Hotel Name		
Town / City		
Board Basis	B&B	DB&B

5 Additional Details / Special Requests

6 Confirmation

Name	Date
------	------

Once this form is complete, please email it to;

- asv@sqa.org.uk (for Approval and Systems Verification related activity)
- gav@sqa.org.uk (for Qualification Verification related activity)

7 Confirmation (For SQA use only)

Cost Centre	Account Code
Name	Date

Travel and Accommodation Guidelines

- Rail travel requests will only be completed where the total return journey costs more than £50.00
- Air travel requests are for travelling to centres out with mainland Scotland only
- Air travel requests require the name provided on the original request form to match the requestors passport
- Dinner, Bed and Breakfast (DB&B) board basis includes £20.00 allowance towards evening main meal (not including alcoholic beverages)
- All accommodation bookings must be made by SQA. Please refer to Term and Conditions of Appointment for details on allowable expenses
- Bookings will be confirmed to the contact details you provide on the original request form
- Following confirmation, SQA is unable to amend bookings to suit personal preferences. It is therefore important that requirements are noted on the original booking request form
- If travel and accommodation booked is no longer required, please notify SQA, at least 48 hours in advance of departure/check in, in order to cancel the booking
- If you have not received confirmation within 2 weeks of your required date, please contact SQA on the email address you submitted the original request to