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| **Travel Request Form : Outside UAE** |

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| **Name of Traveller:** |  | **Employee No:** |  |
| **Name on Passport:** |  | **Passport No:** |  |

|  |  |
| --- | --- |
| **Reason for Travel:** |  |
| **Cost Centre:** |  |
| **Flights:** | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **From** | | **To** | | **Departure Date** | **Approx Departure Time** | **Preferred**  **Flight** | **Fare Type** | |
|  | |  | |  |  |  |  | |
|  | |  | |  |  |  |  | |
|  | |  | |  |  |  |  | |
|  | |  | |  |  |  |  | |
| **Car Hire:** | | | | | | | | |
| **Pick-up Location** | | **Date** | **Time** | **Drop-off Location** | | **Date** | | **Time** |
|  | |  |  |  | |  | |  |
|  | |  |  |  | |  | |  |
| **Per Diem:** | | | | | | | | |
| **Date/time of arrival at destination** | | **Date/time of departure from country being visited** | | **Number of days** | **Per Diem**  **Per Day** | **Per Diem Total** | | |
|  | |  | |  |  |  | | |
| **Travel Insurance:** | | | | | | | | |
| **Travel insurance required:** | **YES / NO** | | | | | | | |

|  |  |
| --- | --- |
| **Approval (relevant Executive) in accordance with the Travel Policy:** | |
| **…………………………………………………….**  **Name:**  **Position:** | **Date:………………………………….** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Administration:** | | | | | | |
| Flights arranged: | | *Initials:* | *Date:* | *Notes:* | | |
| Car hire arranged: | |  |  |
| Travel insurance arranged: | |  |  |
| **Finance:** | | | | | | |
| Per Diem payment arranged:  ***(to be paid before departure date)*** | *Initials:* | | *Date:* | | *Payment Date:* |  |

**File: Approved Form: Original to Finance**

COP203

Version 2

EEO and Sexual Harassment

August 2013

**Duplicate attached to LPO**

**Triplicate to Admin Assistant where travel insurance required**