# Does this trip contain ANY personal travel? You must request a comparative quote for work-related dates\*

# Is accommodation provided by the conference at a discounted rate? See note on pg2\*\*

|  |  |
| --- | --- |
| **DATE** | Click or tap to enter a date. |
| **TITLE** | Choose an item. |
| **NAME (AS PER PASSPORT)** | Click or tap here to enter text. |

# UoA Travel insurance covers International flights and accommo but it does not cover car rental

1. PURPOSE OF TRAVEL (include dates for each destination)

|  |
| --- |
| Eg. San Diego: EMBC conf, 11-14th Feb; San Francisco: personal travel 15-19th Feb |

1. DOES YOUR TRIP CONTAIN ANY PERSONAL TRAVEL? Yes \* No

If yes, you are required to obtain a WORK-RELATED QUOTE for comparative purposes (dates should be arrival 1 day before conf/mtg, and depart 1 day after conf/mtg). The ABI will pay the equivalent of this amount towards your actual itinerary. Contact your travel agent to pay for any personal costs (ASAP once you have confirmed your booking).

## **\*YOU MUST REQUEST A WORK-RELATED COMPARATIVE QUOTE HERE:**

WORK-RELATED FLIGHT 1

|  |  |
| --- | --- |
| **Departure** **date** Click or tap to enter a date. | **Departure** **time** HH MM |
| **From** Click or tap here to enter text. | **To** Click or tap here to enter text. |
| **Fare** **type** Choose an item. | **Flight** **flexibility** Choose an item. |

WORK-RELATED FLIGHT 2

|  |  |
| --- | --- |
| **Departure** **date** Click or tap to enter a date. | **Departure** **time** HH MM |
| **From** Click or tap here to enter text. | **To** Click or tap here to enter text. |
| **Fare** **type** Choose an item. | **Flight** **flexibility** Choose an item. |

Copy and paste table to add further work-related flights if necessary.

1. FLIGHTS

|  |
| --- |
| Check-in Baggage required? Yes  No |
| Preferred Airline/s: list here…….. |
| Is your travel funded by a United States Federal Grant (eg. NIH)? Yes  No  If yes, you must use US air carriers or US codeshare flights as per the [Fly America Act](https://www.gsa.gov/portal/content/103191) **OR** complete a Certificate of Exception. For more information and forms see [Orbit Travel Portal](https://worldtravel.auckland.ac.nz/#/policy-info)>Policy Info. |

## FLIGHT 1

|  |  |
| --- | --- |
| **Departure** **date** Click or tap to enter a date. | **Departure** **time** HH MM |
| **From** Click or tap here to enter text. | **To** Click or tap here to enter text. |
| **Fare** **type** Choose an item. | **Flight** **flexibility** Choose an item. |

## FLIGHT 2

|  |  |
| --- | --- |
| **Departure** **date** Click or tap to enter a date. | **Departure** **time** HH MM |
| **From** Click or tap here to enter text. | **To** Click or tap here to enter text. |
| **Fare** **type** Choose an item. | **Flight** **flexibility** Choose an item. |

## FLIGHT 3

|  |  |
| --- | --- |
| **Departure** **date** Click or tap to enter a date. | **Departure** **time** HH MM |
| **From** Click or tap here to enter text. | **To** Click or tap here to enter text. |
| **Fare** **type** Choose an item. | **Flight** **flexibility** Choose an item. |

## FLIGHT 4

|  |  |
| --- | --- |
| **Departure** **date** Click or tap to enter a date. | **Departure** **time** HH MM |
| **From** Click or tap here to enter text. | **To** Click or tap here to enter text. |
| **Fare** **type** Choose an item. | **Flight** **flexibility** Choose an item. |

## FLIGHT 5

|  |  |
| --- | --- |
| **Departure** **date** Click or tap to enter a date. | **Departure** **time** HH MM |
| **From** Click or tap here to enter text. | **To** Click or tap here to enter text. |
| **Fare** **type** Choose an item. | **Flight** **flexibility** Choose an item. |

1. HOTEL

|  |  |
| --- | --- |
| **City** Click or tap here to enter text. | **Hotel name** Click or tap here to enter text. |
| **Check-in date** Click or tap to enter a date. | **Check-out date** Click or tap to enter a date. |
| **Check-in time** HH MM | **Check-out time** HH MM |
| **Room type** Choose an item. | **Star rating** Choose an item. |

\*\*If conference accommodation is supplied via conference registration at a discounted group rate, please contact [bioeng-travel-admin@list.bioeng.auckland.ac.nz](mailto:bioeng-travel-admin@list.bioeng.auckland.ac.nz%20) to book and pay for this with the ABI credit card.

1. CARS

|  |  |
| --- | --- |
| PICK-UP DETAILS | |
| **Car type** Choose an item. | |
| **Pick-up date** Click or tap to enter a date. | **Pick-up** **time** HH MM |
| **Pick-up city** Click or tap here to enter text. | **Pick-up location** Choose an item. |
|  | |
| DROP-OFF DETAILS | |
| **Drop-off date** Click or tap to enter a date. | **Drop-off time** HH MM |
| **Drop-off city** Click or tap here to enter text. | **Drop-off location** Choose an item. |

1. NOTES

|  |
| --- |
|  |

## Approval for funding **MUST** be completed below before sending this form to

[bioeng-travel-admin@list.bioeng.auckland.ac.nz](mailto:bioeng-travel-admin@list.bioeng.auckland.ac.nz)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UoA FUNDING APPROVAL (RO Grants, FRDF, PBRF, PReSS etc)** | | | | | |
| **Grant Name:** | **Cost centre:** | | **Project number:** | **Product code (if appl):** | |
| **Comments: (ie. split funding details)** | | | | | |
| **Name of Grant holder / Line manager:**  **(print)** | | **Signature of Grant holder / Line manager: (or attach email approval)** | | | **Date:** |

**OR**

|  |  |  |
| --- | --- | --- |
| **UNISERVICES FUNDING APPROVAL (Project/tasks and HoD accounts)** | | |
| **Project/HoD Account Name:** | **Project/HoD Account number:** | |
| **Name of Grant holder / Line manager:** (print) | **Signature of Project Holder / Line manager:** (or attach email approval) | **Date:** |

# ABI Staff: remember to apply for conference leave online via [Peoplesoft HR](https://www.hr.auckland.ac.nz/)