**1.0 INSTRUCTIONS**

* All details are mandatory so please complete this form in full
* All staff must have a valid travel profile to be able to travel
* Please complete any details as per the traveller’s passport
* Arrangers must not use the Guest profile for staff (guests include external visitors, contractors and spouses)
* **Students must be assigned to a travel arranger - please contact** [**travelsetup@imperial.ac.uk**](mailto:travelsetup@imperial.ac.uk) **or your Departmental Administrator for more information**
* Please contact [travelsetup@imperial.ac.uk](mailto:travelsetup@imperial.ac.uk) if you need to have an existing profile linked to your arranger profile (for Egencia)

**2.0 YOUR TRAVEL PROFILE**

|  |  |  |
| --- | --- | --- |
| **Profile** | **What you can do** | **Required (Yes or No)** |
| Self-Booker | Organise your own travel | Yes |
| Arranger (for Egencia bookings) | Organise travel for others registered to travel including guests | No |
| Self-Booker and arranger (for Egencia bookings only) | Organise travel for other and yourself and guests | No |

**3.0 YOUR DETAILS**

|  |  |
| --- | --- |
| **TITLE e.g. Mr./Mrs./Ms.** | Mr |
| **FIRST NAME(s) AS PER PASSPORT** | Stuart John |
| **SURNAME AS PER PASSPORT** | Patching |
| **CID NUMBER** | 00689385 |
| **MALE/FEMALE** | Male |
| **Mobile Number ( MANDATORY)** | +44 7528 802438 |
| **IMPERIAL EMAIL ADDRESS** | sp917@imperial.ac.uk |
| **FACULTY** | Natural Sciences |
| **DEPARTMENT** | Mathematics |

**4.0 YOUR MODE OF TRAVEL**

|  |  |  |
| --- | --- | --- |
| **Mode Of Travel** | **Supplier** | **Required (Yes or No)** |
| General Travel | Egencia | Yes |
| UK rail | Redspottedhanky | Yes |
| Accommodation (3 days or more) | AirBNB | Yes |

**5.0 DETAILS OF TRAVELLERS YOU WISH TO ARRANGE TRAVEL - FOR EGENCIA TRAVEL ONLY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Title e.g. Mr/Mrs/Ms** | **FIRST NAME AS PER PASSPORT** | **SURNAME AS PER PASSPORT** | **CID Numberer** | **Male/**  **Female** | **Imperial email**  **Address** | **Mobile Number** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |

**Please email the completed form to** [**travelsetup@imperial.ac.uk**](mailto:travelsetup@imperial.ac.uk)**.**

**THANK YOU**