



DEPARTMENT OF PHYSICS (ASTROPHYSICS) TRAVEL PLAN



(including insurance declaration & advance request)

To be completed for all travel (whether abroad or in UK) involving an overnight stay. This form is used to substantiate to outside bodies that travel has been properly authorised. It is also used to prove that the travel is on University business in the event of an insurance claim. Additionally the form provides the information needed for the Finance Office to arrange an advance if needed.

Name of Traveller:
Travel reference (i.e. PATT observing)

Table with 5 columns: Place & Organisation, Date from, Date to, Purpose. Rows 1, 2, 3.

Advance Request

Yes No
Amount requested (normally 75% of # overleaf): £
Bank Transfer or Cheque
Sort Code Account no.

Insurance Declaration

Your travel insurance document provides cover for both you and your personal belongings while travelling abroad on University business. Details of the limits of cover are set out on the Confirmation of Travel Insurance policy, which will be issued to you before your departure. However for the personal belongings element of your insurance you are kindly asked to note the following:

- 1) Your personal belongings are covered for their loss, theft or damage, however there will be a deduction of £50 (an excess) in respect of each claim that you make. This will be netted-off against any compensation that might be payable.
2) You are strongly advised not to take valuable items with you while travelling, however if this is unavoidable, and if you have to make a claim, it must be supported by a Police report if the item is lost or stolen, or by a bona fide estimate of repair if damaged. Such an estimate must also record the extent of the damage, the cost of repair if appropriate and the value if it is to be written-off. You must also be able to produce, if asked to do so, either a receipt for the item(s) carried or a bona fide estimate of value and this information must pre-date your period of travel.

3) Items with a value in excess of £500

You must list herewith all PERSONAL items you will be taking with you when travelling abroad, which have an individual value in excess of £500 per item. In the event of a claim involving such expensive personal items, you must again provide with your claim a Police report if the item is lost or stolen, as well as a receipt or an estimate of value, which predates the period of travel.

Table with 2 columns: Description, Value (£)

Traveller's signature: Date

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**Estimated Travel & Other Costs (tickets/mileage)**

	Place from	Place to	Method	Supplier	Mileage	Est. cost
1						£
2						£
3						£
4						£

**Accommodation/Meals**

	Number of	@	Est. cost
Nights		£	£
Meals		£	£

**Conference fees & Other costs**

	Est. cost
Conference fees	£
Bus/rail/taxi fares	£
Car hire	£
	£
	£

**Total Estimated Costs**

	Full Estimated cost
Total est. cost (= sum of all costs above)	£
of which – to be ordered & paid by Department	£
of which - to be paid by traveller (#)	£

**Funding Source(s)**

Grant Name/s	Account Code

**Approvals**

Academic Supervisor (Students only): \_\_\_\_\_ Date: \_\_\_\_\_

PI/Grant/Account Holder  
(Director of Graduate Studies -Students only) \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Log (Date registered) \_\_\_\_\_ Date: \_\_\_\_\_

<i>Finance Office use only</i>		
Advance paid £	Account	Date