**Authorisation for Travel & Staff Development**

This form should be used to request funding for staff development including conferences, national and international travel. Bookings can not be confirmed until this form has been completed and authorised by all required signatories.

1. Complete this form including signatures from line manager, budget holder and Head of SBU (if applicable). This can be the same person (e-signatures accepted).
2. **Travel (Section 2)** – complete this section if travel is required. Please send a copy of authorised form to an approved booker for your department to complete the booking. A list of bookers can be found [*here*](https://herts365.sharepoint.com/sites/Procurement/SitePages/Staff-Travel.aspx) on the Staff Travel HertsHub page.
3. **Staff Development and Conferences (Section 3)** – complete this section if attending a conference or external training, in person or virtually. Details of this Staff Development will be kept on record. Once you have authorisation please send a copy of this form, to your purchasing officer. If you do not know who your purchasing officer is, you can find out [*here*](https://herts365.sharepoint.com/sites/Procurement/SitePages/How-to-make-a-purchase.aspx).

**NB: It is recommended that you ask for the conference cancellation policy.**

1. **Estimated Costs (Section 4) –** estimated costs for all aspects of travel and / or staff development should be entered here.

**Caring responsibilities?** You may be eligible for financial support through the Carers’ Staff Development Fund.

Please see the Guidance and application form on the School Studynet site in the staff development folder.

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| **SECTION 1: Employee Information** |
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| Title: |  |  |
| Employee Name: | *(as appears on passport)* |
| Employee ID: |  | Department: |  |
| Job Title: |  | Academic Group: | *(if relevant)* |
| Contact number: |  | Is this a work mobile? | [ ] Yes [ ] No |
| Contact email: |  |

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| **SECTION 2: Travel Details** |
| Travel Guidelines* Travel, Expenses and Allowances (UPR FR05) and Travel Overseas on University Business (UPR HR21) should be read by all staff prior to requesting or booking any travel to ensure request is within policy.
* Any expenses should be claimed back via [HR System - Expenses](https://herts365.sharepoint.com/sites/Using-the-HR-Staff-portal/Shared%20Documents/Employee%20Guides/PDF-%20For%20site/Expense.pdf?csf=1&e=oEbB3J&cid=28fd7bc3-40ac-4caf-a36c-7e17ea08c096)
* The appointed Travel Management Company is Diversity Travel, the booking system can be accessed through the following link, <https://idp.diversitytravel.co.uk/account/Login>
* The booking system can be used to obtain quotations for required travel. When accessing the system, enter your work email and click next. This will take you to the University’s single sign on page. Further guidance can be found on [HertsHub Staff Travel](https://herts365.sharepoint.com/sites/Procurement/SitePages/Staff-Travel.aspx) page.
* When travelling please take with you a photocopy of relevant pages of your passport in case of theft plus a copy of the UH travel cover document to prove cover in case of emergency.
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| Reason for travel: | Choose an item. | Travel type: | [ ] U.K.[ ] International |
| Destination: |  |
| Date from: | Click or tap to enter a date. | Date to: | Click or tap to enter a date. |
| Justification: | *Please detail why this trip is essential. Have alternative remote options been considered?* |

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| **SECTION 3: Staff Development and Conferences (if applicable)****If request is for work-related travel only (i.e. not for staff development) then go straight to Section 4** |
|  |
| Title of learning event/activity: | Choose an item. |
| *If “Other” is selected from dropdown list please detail here* |
| Category of staff development activity: | Choose an item. |
| *If “Other” is selected from dropdown list please detail here* |
| Organised by: |  | Venue: | *Virtual or physical?* |
| Membership no.: | *If required by event organiser for booking event* |
| Has discounted rate been agreed: | [ ]  Yes [ ]  No  | Details of discounted rate: | *(if applicable)* |
| Date(s) of event: |  | No. of days or hours: |  |
| Dietary requirements: |  | Special / access requirements: |  |
| If online booking required, please provide link to the conference registration page: |
|  |
| Any other information required for completing booking: |
| *Please enter any information that may be needed when booking e.g. breakout session preference* |
| What will you achieve by attending this activity / event? |
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| **SECTION 4: Estimated Costs** |
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| Travel:(specify type of travel) | £ | Subsistence: | £ |
| Accommodation: | £ | Miscellaneous costs (e.g. local fares): | £ |
| Course / conference fee: | £ | Covid testing costs: | £ |
| **Total cost:** | £ | Budget code(s): |  |

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| **Authorisation** |

**I confirm that I have read and understand the conditions detailed in UPR FR05 and UPR HR21.**

**I understand that the event / hotel / travel arrangements detailed on this form will be assumed as correct by the SBU Office and that booking will take place as soon possible once the request is authorised by the budget holder.**

**NB:** Bookings will typically be for non-refundable accommodation and specified train times in order to reduce costs. If you are in any doubt regarding the details / certainty of your request, please make this clear and speak to the SBU Office before submitting this form.

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| Applicant Signature: |  |
| Date: |  |

**APPROVALS**

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| **Line Manager** |
| Approved by: |  |
| Signature: |  |
| Date: |  |
|  |  |
| **Budget Holder** |
| Approved by: |  |
| Signature: |  |
| Date: |  |
|  |  |
| **Dean of School / Head of SBU** *(international travel only)* |
| Approved by: |  |
| Signature: |  |
| Date: |  |

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| Teaching cover agreed (if applicable - include modules and staff names): |
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This original document will be kept on file in the SBU.