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**Travel Procedures**

**Individual Travel Cover (Domestic) Application Form**

The individual Travel Form must be completed by anyone travelling for university business as defined by the Travel Procedures. All sections must be completed and submitted to the relevant approver. A copy of the completed form is to be retained by your Faculty or Department for information in the event of an emergency.

Please ensure that your personal details, including contact and next of kin details are up to date on your staff or student record prior to travelling.

**Name of Traveller**

**Faculty/Department**

**Email Address**

**Staff/Student Number**

**Name of Line Manager/Supervisor**

**Associated documents**

(To be held by Faculty/Department) Participant information (including emergency contact details) □ Communication plan and itinerary (including flight details/accommodation) □ Carbon emissions □

**Date(s) of Travel Departure: Return:**

**Destination(s) – City and Country**

**Purpose of Travel including benefit to the participants/University**