**TRAVEL REQUEST PhD student – ITC approved by budget holder)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname\*: |  | | | | | | | |
| First given name\*: |  | | | | | | | |
| Nationality\*: |  | | | | | Sex: | | Male/Female |
| Faculty/Institute/Dept.: |  | | | | Projectnr: | | | |
| Type of trip | Fieldwork | Congres | | Other: | | | | |
| Destination(s)  (City + Country): |  | | | | | | | |
| Departure Date: |  | | | | | | | |
| Return Date: |  | | | | | | | |
| Departure from (if not NL): |  | | | | | | | |
| E-mail passenger: |  | | | | | | | |
| E-mail secretary/staff (cc): |  | | | | | | | |
| Diet (if any): |  | | | | | | | |
| Type of tranport | Airplane | | Train/boat | | | | car | |
| Preferences: | Window/Aisle seat | | | | | | | |
| Baggage needed: | Yes/No if yes KG | | | | | | | |
| Advance payment | |  |  | | --- | --- | | Advance payable | | | Accommodation: days at € per day |  | | Local transport |  | | Equipment |  | | Registration fee (Conference) |  | | Unforeseen |  | | Total |  | | | | | | | | |
| Signature promotor |  | | | | | | | |
| Send copy to | FSA (Erik Smit) | | | | | | | |

\* According to passport – if possible attach copy of passport or give passport information below.