**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.