

UID Travel Application

Checklist:

- If you are arranging travel for an external teacher or guest, first make an agreement about the remuneration. You will find the guidelines for remuneration at the server (*administration/economy and staff*). Once that is done, fill in the information requested below.
- If you are arranging travel for individual students or an entire class, then just fill in the information below.

	Complete name of the traveller(s):	Email:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

(Main) traveller's mobile number:

Origin & Destination:

From:	To:	From:	To:

Timeframes:

*Dates and times when the person(s) **should be in place** for the scheduled activity or appointment.*

Please schedule arrival at:	Date: (YY/MM/DD)		Time (approx): (TT:MM)	
Please schedule departure at:	Date: (YY/MM/DD)		Time (approx): (TT:MM)	
Comments:				

Need local transfer? yes no

Need accommodation? yes no

Area:

Accounting details:

The cost will be taken from project:

Ex:(5310 xxxxx) & activity (5310 xxx).

If needed, check with our accountant.

Agreed remuneration:

If applicable

Type: company

(invoicing UID)

private person

Activity log: *in case the traveller should be mentioned as guest lecturer at uid.umu.se, please describe the assignment*

send form