

TRAVEL REQUEST FORM

INFORMATION TO BE FILLED IN BY REQUESTER:

Requester's name:
as indicated in the passport

Position / Base:

Departure*:

International airport of departure: International airport of destination:

Preferred date and time of departure**:

Need of Pick up (Y/N) at arrival of destination: Yes No Need of hotel (Y/N) at arrival of destination: Yes No

Need of VISA (Y/N): Yes No

Return if applicable*:

International airport of return: International airport of destination:

Preferred date and time of departure**:

Need of Pick up (Y/N) at arrival of destination: Yes No Need of hotel (Y/N) at arrival of destination: Yes No

Need of VISA (Y/N): Yes No

Allocation of the travel cost to:

Project code: Budget line code:

Type of travel: 6 months contract break Visa renewal Work purposes (ie: search, meeting...)
if R&R, please note IMPACT does not handle flight booking End of contract Other: _____

Line manager has approved this request (Y/N) Yes No
– note s/he should be copied to this email:

Luggage:*** 50 kg 100 kg

Comments: _____

Date: _____ Signature: _____

*Any travel request has to be done 15 days in advance

** Please note that the options will depend on logistic criteria such as price, availability or airline

*** This must be aligned with the type of contract

