INFORMATION TO BE FILLED IN BY REQUESTER:

Requester’s name: ____________________________
as indicated in the passport

Position / Base: ______________________________

Departure*:

International airport of departure

Preferred date and time of departure**:

Need of Pick up (Y/N) at arrival of destination

Need of VISA (Y/N)

Return if applicable*:

International airport of return

Preferred date and time of departure**:

Need of Pick up (Y/N) at arrival of destination

Need of VISA (Y/N)

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…)
□ End of contract
□ Other: ____________________________

Line manager has approved this request (Y/N)

– 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 us price, availability or airline
*** This must be aligned with the type of contract