

* **Travel requests, approved by budget holder, should be submitted at least 21 days before departure**
* **Send your completed travel request form to your secretary/office manager, they will book your trip in AirGo**
* **In case of multi destinations, complex business travel arrangements or group reservations; your secretary/office manager**

**will forward your request to the Travel Unit**

* **It is not allowed to book anything private related**
* **For more information:** [**www.utwente.nl/travelunit**](http://www.utwente.nl/travelunit)
* ***ITC staff and PhD students: please use UNIT4 for your travel requests:*** [Unit4 ERP (unit4cloud.com)](https://ubw.unit4cloud.com/nl_unt_prod_web/)
* ***Link to travel insurance:***[*Travel Insurance - Travel Insurance registrations*](https://travelinsurance.utwente.nl/index.html)

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| **TRAVEL REQUEST FORM** |
| Surname as in passport: |  |
| All given names as in passport:  |  |
| Nationality:  |  | Gender: male/ female  |  |
| Date of birth:  | Day: | Month:  | Year:  |
| Passport:  | Number:  | Issuing Country:  |
| Expiry date passport:  | Day:  | Month:  | Year:  |
| Reason of travel:  |  |
| Faculty:  |  |
| Department:  |  |  |
| Work order number:  |  | Ledger number: 4542 (UT) or 4544 (not UT) |
| Destination(s)(City + Country): |  |
| Departure date:  |  | How flexible? … days  | Preferred dep.time?  |
| Return date: |  | How flexible? … days  | Preferred return time?  |
| Departure from (if not NL): |  |
| E-mail passenger: |  |
| E-mail secretary/office manager: |  |
| Mobile number passenger: |  |
| Frequent flyer number airline:  |  |
| Preferences: | Window/Aisle seat (extra costs involved) |
| Only cabin baggage = hand luggage/ carry on luggage  | Yes/No*(please check size & weight limits at airline)* |
| Check-in baggage:  | Yes/No … KG (extra costs involved)  |
| Remarks/additional info: |  |