A black background with white lines

Description automatically generated with low confidence

* **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: |  | | |