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# YSJ Travel Domestic Booking Form

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| Personal Details |  Please Provide Details |
| Name |   |
| Email | PGR e-mail: Please cc ResearchOffice@yorksj.ac.uk |
| School/Department |   |
| Dietary requirements |   |

|  |  |
| --- | --- |
| Reason for Travel and Costings | Please Provide Details |
| Reason for travel |  |
| Location of event |  |
| Cost/Budget Code | 5301 (Research Office) 31400 |
| Project Code (if available) |  |
| Estimated total cost - please include conference/event fees, rail travel, taxi, hire car, accommodation, subsistence | Estimated total cost: **Note to YSJ Travel: the costs of this booking must not exceed the approved total of xxx. Any spend over the maximum must be recharged to the PGR. Please contact the traveller and** **ResearchOffice@yorksj.ac.uk** **if this is likely to be the case.** |
| Date from  |  |
| Date to |  |
| Link to event website (if available) |  |
| Conference/event booking required – please delete as appropriate | YesNo |
| Any specifics required when booking the conference e.g. the session you would like to attend |  |

|  |  |
| --- | --- |
| Rail Travel | Please Provide Details |
| Do you have a railcard? - please delete as appropriate | Yes – if yes please state type and number.No |
| Outbound Travel |   |
| Departure date |   |
| Departure station  |   |
| Arrival station |  |
| Preferred departure time |   |
| If you need to be there by a certain time, please confirm |   |
| Seating preferences |  |
| Inbound Travel |   |
| Return date |   |
| Departure station  |   |
| Arrival station |  |
| Preferred departure time |   |
| If you need to be there by a certain time, please confirm |   |
| Seating preferences |   |

If more than one set of rail travel is required, please copy the box and complete for as many times as necessary.

|  |  |
| --- | --- |
| Accommodation | Please Provide Details |
| Check-in date |   |
| Check-out date |   |
| Location – please provide postcode/area(We will be predominantly using Premier Inn and Travelodge Hotels and will book the best hotel close to where you require offering the best value.) |   |
| Preferred hotel – within budget |   |
| Meal requirements – please delete as appropriate | BreakfastEvening meal |
| Do you require parking at the hotel? - please delete as appropriate | YesNo |
| Any special requirements |   |
| Any additional comments/requirements |  |

If more than one hotel is required, please copy the box and complete for as many times as necessary.

A reminder that all expenses should adhere to the [Travel and Expenses Policy](https://www.yorksj.ac.uk/policies-and-documents/finance/#expenses).

By submitting this form you confirm that the costs related to this travel have been fully discussed and approved by the budget holder and your line manager.