University of Salford MANCHESTER

Travel Request – Student Form

A

This form must be completed to obtain prior approval to incur expenditure on behalf of the University of Salford.

Please send the completed form to your Supervisor & budget holder for authorisation. Once Authorisation has been received please send to the Finance Officer for your school who will then liaise with the Travel Office to get the travel booked.

Student Details

Full Name *(As per Passport)*		**Student Number:**		**School**	
Emergency Contact Name and Number:					

Trip Details

Reason for Trip:		**Project Code(s)**	

Departing Country:		**Departing City:**	
Arrival Country:		**Arrival City:**	

	Date	Time		Date	Time
Trip Start			**Trip End**		

Pre-Paid Budget Detail:

Accommodation	**Location:** **Preferred Hotel:**		**Check In Date:** **Check out Date:**		£
Rate limits:	**London -** £135 per night room only / £141 B&B per night **UK Outside London** - £95 per night room only/ £101 B&B per night **International** - £141 per night room only/£146 B&B per night				£
Flights (Economy only)	**Flight:** (From/To)		**Preferred Airline:**		£
Train (Standard Class only)	**Departure Station** **Arrival Station**		**Preferred Arrival Time:** **Preferred Departure Time:**		£
Conference Fees	**Conference Name** **Conference URL**		**Early Bird Rate Deal:** **Deadline Date:**		£
Car Hire					
Other	**Details of Requirements:**				
				Total Pre-Paid Budget (A):	£

Expenditure Detail:

Meals	Please note – Breakfast is not claimable on the 1st day of a trip.	**Breakfast** (£6.00 per Day) **Lunch** (£10.00 per day) **Dinner** (£20.00 per day) **Refreshments** (£3.00per day)	£ £ £ £
Mileage	Business Insurance is required	**Personal car mileage rate** (£0.45p per mile)	£
Parking	**Details of Requirements:**		£
Local Transfers	**Details of Requirements:**		£
Other Expenditure	**Details of Requirements:**		£
		Total Reclaimable Expenditure (B):	£
		Total Budget A+B	£

Request for Advance: - Maximum of 75% minus pre-paid items

% to be advanced	Total GBP to pay	Bank account no.	Sort code	Name of account holder
	£			

Please attach separate details for overseas or foreign currency accounts.

Student Signature Do you have a student support plan in place Yes/No – If Yes please make your Finance Officer aware of any specific requirements for your trip.

Student signature		***Date***	

Authorisation

I approve this expenditure in accordance with the Student Travel Policy

Supervisor's name			Signature:	Date:
Budget holder's name			Signature:	Date:
Finance use only: Registration No.	**Initial**	**Transaction No.**	**Signature:**	**Dates:**

After the above has been signed by the supervisor & budget holder, please send to the finance officer for your school who will then check everything is correct before liaising with the Travel Office to get all requested travel elements booked.

Student Copy

Student Travel Guidelines

When you can claim reimbursement

-Representing the University at a conference/presenting a paper

-Research project activities/allowances

-Reimbursement of medical tests when requested by the University

-Overseas placement incidentals (exchange placements)

-Reimbursement of course specific 'on location' expenses

Travel

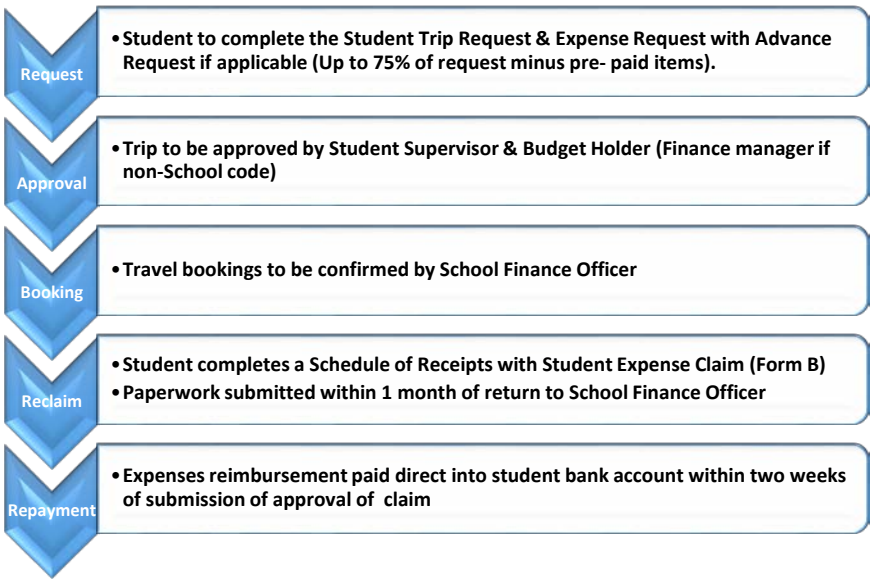
All travel arrangements (flights, Accommodation, conferences and trains) must be organised by your Finance Officer who will liaise with our internal travel office.

Prior to any travel taking place you must complete **Student trip request form A (**this can be requested from your Finance Officer), this needs to be estimated where possible and subsidence limits must be acknowledged and adhered to. Once your form is completed and a project code added this must be signed by your supervisor/budget holder. You will then need to give your completed form and any information that may be needed to your Finance Officer.

On your return – You will need to complete **Student Travel claim form B with the receipt breakdown**. (Available from your Finance Officer).

Your claim must be submitted within one month of your return.

NOTE – All original itemised receipts are mandatory for reimbursement.



Items with limits that may be included on a student trip request

Expense Type	Domestic Trips Max Amount	International Trips Max Amount	Receipt required
Daily meal allowances:			

Breakfast (Not claimable on 1st day of trip). Lunch Dinner Refreshments	£ 6.00 £10.00 £20.00 £ 3.00	£ 6.00 £10.00 £20.00 £ 3.00	Yes Yes Yes Yes
Personal car mileage rate (Business Insurance Required)	£0.45 per mile		No
Hotel accommodation: Greater London* Outside London* Greater London B&B Outside London B&B *accommodation only	 £135.00 £ 95.00 £141.00 £101.00	 £141.00* £146.00	 Yes Yes Yes Yes

It is the student's responsibility to ensure that there is adequate insurance cover when using a privately owned car for business purposes. Students can only use their own vehicle on University business if they have a valid driving licence and car insurance that includes 'Business Use'. Evidence of valid insurance should be provided with student trip request form A.

If a hire car is being used and any fines or tickets are incurred then this is the students personal responsibility to pay, the University will not cover these costs.

Please note – Breakfast is not claimable on a one day trip – It is only claimable on overnight stays if it isn't included in the accommodation booking.

Other items that may be allowable on a student trip request:	
Parking (not valid at Media City)	Travel visas
Rail travel – standard class only	
Local transfers by public transport	Overseas car hire and insurance
Memberships – If becoming a member shows a difference in conference or meeting costs then we can pay for memberships.	Conferences – Where possible conferences should be pre-paid by a finance credit card. Your Finance Officer can arrange this for you.

If a claimant has incurred an expense in excess of the limits outlined the claim will be reduced to reflect the limits.

Restrictions

Mobile phone charges	Excess baggage - except samples from field trips by prearrangement
Mobile data and WIFI charges	Alcohol of any kind
Bank fees	Travel insurance△
Ticket or card booking fees	Currency exchange fees

The University provides fully comprehensive travel insurance which should cover all needs. You can request this document from your Finance Officer.

If you have any questions regarding an upcoming trip please contact your Finance Officer in the first instance. If you are unsure who your Finance Officer is then you can also email

finance-academic@salford.ac.uk For guidance