

**Royal Holloway
University of London**

Postgraduate Travel Request Form

This form must be completed by the Postgraduate Student requesting leave of absence for all overseas visits and for visits in the UK of a week or more. It must be approved for authorisation **at least ten working days prior to the date of departure** as follows:

Travel Insurance will be arranged by Royal Holloway (Denise Denman). A copy of the form will be passed to the Insurance Officer who will note the details. If travel is to an area designated by the UK Government as being of high risk, then the traveller should check with the Insurance Officer that cover is available before committing to the arrangements.

Name:		
Department:		
Period of absence:	From	To
Flight No:		
Carrier:		
Date of Travel:	Departure Time:	Arrival Time:
Business purpose and location of the proposed visit:		
Is College insurance to be arranged? (delete as appropriate)	Yes / No	
Signed (by applicant):		Date:
Authorising Signature (Supervisor):		Date:
Charge Code:		

Following authorisation the relevant authorising office will return the original to the traveller and retain copies as follows: (1) the authorising office, (2) the Insurance Officer.