

## **Business Travel Procedure**

### **Travel/Accommodation/Car Hire**

Contact our University Travel Provider Selective using the University Travel hub [here](#).

They will be able to advise on travel options.

All Travel – Selective Travel Management: [uog@selective-travel.co.uk](mailto:uog@selective-travel.co.uk)

### **Conference Registration**

Please forward MVLS Orders ([mvls-order-requests@glasgow.ac.uk](mailto:mvls-order-requests@glasgow.ac.uk)) the conference payment link along with you log-in and all data required to reach the payment screen. Quote 255 Travel Order in the subject Line of the email. Please remember to include details of the subproject you wish the registration charged to.

### **Travel Insurance**

You need to apply for University travel insurance for all business trips using the portal [here](#). This is for all staff and PG students.