

Procedure for Travel and accommodation booking requests

1. Staff member contacts the University approved Travel Agent/s directly to obtain a best cost quote or advice on travel/accommodation availability:

- **Domestic travel & accommodation (within the UK)*:** Clarity Travel Management: [Online portal](#) or uog@claritytm.co.uk or 0333 010 2165
**please contact humanities-purchasing@glasgow.ac.uk for Glasgow accommodation requests.*
- **International travel & accommodation (outwith the UK):** Selective Travel Management: [online booking](#) or uog@selective-travel.co.uk or 028 9044 2077

2. Travel agents send quotes and availability details to the staff member. If staff member would like an alternative quote or option, step 1 should be revisited, otherwise if happy to proceed with the booking then please immediately follow step 3.

3. Staff member forwards the final quote, itinerary and/or accommodation details received from the travel agents (with chosen option highlighted) to Humanities Purchasing on humanities-purchasing@glasgow.ac.uk and requests a Purchase Order be raised.

Please ensure that the following information is also provided:

- a. Sub-project number
- b. Traveller/s name as shown on passport and traveller profile information if requested
- c. Supplementary booking requirements e.g. additional luggage charges etc.

4. Humanities Purchasing raises Purchase Order and email the PO reference number to the Travel Agents (cc. staff member) to request booking proceeds and confirmation sent to the SCS staff member.

N.B. your booking is not confirmed until a Purchase Order has been issued and sent to the travel agent.

5. Travel agents forward Booking Confirmation/E-Ticket to Humanities Purchasing (cc. staff member).

Travel/accommodation for external speakers/examiners etc should be handled by humanities-purchasing@glasgow.ac.uk with the support from the requester/organiser

Insurance

It is necessary to inform Cash Section and receive an insurance cover note before travelling. Spouse cover is limited through University insurance. If the trip will involve participation in hazardous activity it is recommended that you make personal contact with the Insurance and Risk Division of the finance Office who will advise on specific insurance requirement.

<https://www.gla.ac.uk/myglasgow/insuranceandrisk/>