

## **Business Travel Procedure**

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

Contact the relevant University Travel Provider (details below) to obtain a quote. They will be able to advise on travel options as well as recommend hotels in the area you require. Once your travel is agreed, email MVLS Orders ([mvls-order-requests@glasgow.ac.uk](mailto:mvls-order-requests@glasgow.ac.uk)) quoting 255 Travel Order in the subject Line of the email. Please clearly state which travel options you wish to book and the sub-project to be charged. MVLS will then send you a PO number that you should forward to the travel agent.

- UK Travel – Clarity Travel Management: [uog@claritytm.co.uk](mailto:uog@claritytm.co.uk)
- International 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.

### **Travel Insurance**

You need to apply for University travel insurance for all business trips. This is for all staff and PG students. Please log in with your GUID to the online form:

<https://www.gla.ac.uk/myglasgow/finance/staffsections/insuranceandrisk/forms/travelinsuranceform/#d.en.88497>