**Travel Booking Form**

This form should only be used where your booking cannot be fulfilled through the online Travel Hub

Once complete please forward this form to [uog@selective-travel.co.uk](mailto:uog@selective-travel.co.uk).

If any amendments are required to the booking, please contact Selective’s Dedicated Booking Team

I am the Traveller looking to make a travel booking:

I am arranging travel on behalf of someone else:

(click on checkbox to place an ‘X’ inside)

If booking on behalf of someone else (as a Travel Arranger), please provide the following:

|  |  |
| --- | --- |
| **Name of Travel Arranger** |  |
| **GUID of Travel Arranger** |  |
| **School / Department of Travel Arranger** | Choose an item. |

Traveller is an Honorary or Affiliate Member of Staff:

Traveller is an Undergraduate Student

* If yes to either of the above
* **Selective:** 
  + **Please book as Guest Traveller using the GUID**
  + **DO NOT set up a Traveller Profile**

**Traveller Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Travellers** | **Traveller 1** | **Traveller 2** | | **Traveller 3** | | **Traveller 4** | |
| **Title** | Choose an item. | Choose an item. | | Choose an item. | | Choose an item. | |
| **Full Name**  (As it appears on the passport) |  |  | |  | |  | |
| **GUID** |  |  | |  | |  | |
| **School / Department Name** | Choose an item. | Choose an item. | | Choose an item. | | Choose an item. | |
| **Request Date** |  |  | |  | |  | |
| **Sub Project Code** |  |  | |  | |  | |
| **University Email address** |  |  | |  | |  | |
| **Mobile phone number** |  |  | |  | |  | |
| **Gender Provided on Passport** | Choose an item. | Choose an item. | | Choose an item. | | Choose an item. | |
| **Date of Birth**  (DD/MM/YYYY) | Click or tap to enter a date. | Click or tap to enter a date. | | Click or tap to enter a date. | | Click or tap to enter a date. | |
| **Passport number** |  |  | |  | |  | |
| **Issue date**  (DD/MM/YYYY) | Click or tap to enter a date. | Click or tap to enter a date. | | Click or tap to enter a date. | | Click or tap to enter a date. | |
| **Expiry date**  (DD/MM/YYY) | Click or tap to enter a date. | Click or tap to enter a date. | | Click or tap to enter a date. | | Click or tap to enter a date. | |
| **Nationality** |  | |  | |  | |  |
| **Issuing Authority** |  | |  | |  | |  |
| **Reason for Travel**  (Please see below Travel Reason options) | Choose an item. | | Choose an item. | | Choose an item. | | Choose an item. |
| **Additional Reason for Travel**  This information will appear in Agresso | Choose an item. | | Choose an item. | | Choose an item. | | Choose an item. |

**GDPR**

**Traveller:** I consent to Selective Travel holding my details for future bookings

**Arranger:** By ticking this box you confirm you understand that your role as a travel arranger provides access to the profile details of travellers who have been assigned to you.  You agree that traveller profile details are not to be disclosed to anyone and used only for the sole purpose of booking travel with Selective Travel Management

**Travel requirements** – please select all that apply and complete relevant sections below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Flight** |  | **Train** |  | **Hotel** |  |
| **Hire Car** |  | **Airport Parking** |  | **Taxi** |  |
| **Ferry** |  | **Eurostar** |  |  |  |

**Flight**

First Class air travel is strictly prohibited per UOG Travel Policy

Please refer to section 9.3 of the Travel Booking Policy

|  |  |  |  |
| --- | --- | --- | --- |
| **Outbound Flight** | | | |
| **Depart from** |  | **Flying to** |  |
| **Via** |  | **Airline**  (If known) |  |
| **Date** | Click or tap to enter a date. | **Departure Time** |  |
| **Multiple Location/Touchpoints** | | | |
| **Comments** |  | | |
| **Return Flight** | | | |
| **Depart from** |  | **Flying to** |  |
| **Via** |  | **Airline**  (If known) |  |
| **Date** | Click or tap to enter a date. | **Departure Time** |  |
| **Flight preferences** | | | |
| **Luggage options** | Choose an item. | **Seating preference** | Choose an item. |

**Train**

|  |  |  |  |
| --- | --- | --- | --- |
| **Outbound Journey** | | | |
| **Travelling from** |  | **Travelling to** |  |
| **Date** | Click or tap to enter a date. | **Time** |  |
| **Open return** | Choose an item. |  |  |
| **Return Journey** | | | |
| **Travelling from** |  | **Travelling to** |  |
| **Date** | Click or tap to enter a date. | **Time** |  |
| **Ticket delivery** | | Choose an item. | |
| **Underground Travel Card** | | Choose an item. | |
| **Class** | Choose an item. | **Travel direction** | Choose an item. |

**Hotel**

There is a price per night guideline for the UK and rest of the world and London

Please refer to Travel Booking Policy, prices in excess of policy require a justification for use Section 3, prices in excess of Policy require a valid justification for use

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Country** | UK | | **Town/City** | |  | |
| **Check in** | Click or tap to enter a date. | | **Check out** | | Click or tap to enter a date. | |
| **Hotel name**  (If known) |  | | **Hotel chain**  (If known) | |  | |
| **Breakfast required?** | Choose an item. | | **Time** | |  | |
| **Room Type** | Single | Double | | Twin | | Family |
|  |  | |  | |  |

**Hire Car**

|  |  |
| --- | --- |
| **Car Hire Details** |  |

**Airport Parking**

|  |  |  |  |
| --- | --- | --- | --- |
| **Airport** | |  | |
| **Terminal** |  | **Flight number** |  |
| **Outward date** | Click or tap to enter a date. | **Outward time** | Click or tap to enter a date. |
| **Return date** | Click or tap to enter a date. | **Return time** | Click or tap to enter a date. |

Please provide your car details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Make** |  | **Model** |  |
| **Colour** |  | **Registration** |  |

**Taxi**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pick up date** | Click or tap to enter a date. | **Pick up time** | Click or tap to enter a date. |
| **Airport/Train Station** |  | **Terminal (If Applicable)** |  |

**Ferry**

|  |  |  |  |
| --- | --- | --- | --- |
| **Outbound Journey** | | | |
| **Travelling from** |  | **Travelling to** |  |
| **Date** | Click or tap to enter a date. | **Time** |  |
| **Return Journey** | | | |
| **Travelling from** |  | **Travelling to** |  |
| **Date** | Click or tap to enter a date. | **Time** |  |
| **Ticket type** | | Choose an item. | |

If travelling with a vehicle, please provide details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Make** |  | **Model** |  |
| **Registration** |  | **Carrying goods** | Choose an item. |

Please acknowledge the following by checking the box below:

* All details of the booking / trip have been checked for accuracy
* This booking / trip is in accordance with the University’s travel policies
* This booking / trip has Budget Holder approval
* This booking / trip has been risk assessed and will be registered through the insurance process, once booked
* The accurate sub project has been selected – need help?
  + <https://bi-apex.gla.ac.uk/apex/f?p=SUB-PROJECTS>
  + (Please ensure you are logged in through your VPN)
* The traveller has downloaded and registered the SafeZone app

I confirm to all of the above

In accordance with GDPR Chapter 2, Article 5, Section 1b (Principles relating to processing of personal data) colleagues arranging travel on behalf of colleagues who do not have a profile set up in the University Travel Hub (guest travellers) are instructed to **delete all files containing personal data** which has been collected for the specified, explicit, and legitimate purpose of booking travel on their behalf.