

INSTRUCTIONS FOR COMPLETING THE TRAVEL ORDER REQUEST (TOR)

Travel Orders, with a right to reimbursement are one of the obligations that public employees of the IAC are from time to time instructed to fulfil (Royal Decree 462/2002 of 24 May).

The applicant (interested party) may claim board and lodging costs from the starting date and time to the end date and time of the Travel Orders "Accommodation rate" includes the costs of accommodation and breakfast.

The Travel Orders can be for a period of no more than one month within Spain and three months abroad. Any Travel Orders for longer than one month within Spain and three months abroad is considered to be TEMPORARY RESIDENCE. No documentary justification is required for this kind of travel orders.

The period covered by the Secondment extends from the beginning to the end of the event. Any costs incurred before or after these dates cannot be reclaimed and will be covered by the applicant (travel insurance, subsistence, airline tickets etc.)" (See TOR purpose and dates).

The applicant must amend the start and end dates of the Travel Orders to reflect the actual start and end dates of the functions that he or she has been to perform (the ordered event), any costs arising from the early arrival or late departure to or from the destination may not be reclaimed unless there is an acceptable reason. However, if the applicant requests outward or return travel before or after the start date and/or time of the authorised Travel Orders, this must be clearly stated on the TOR (Personal reasons).

During any period that does not form part of the Travel Orders, under no circumstances may board and lodging or other costs be claimed (in addition to the cost of tickets etc.). Only the costs of a delay to the expected departure/return dates may be claimed, where there is no increase in the value of a Travel Orders.

In the "Travel dates" field, the start and end dates of the authorised travel should be entered.

Processing the travel reservation (airline, train, hotel, hire car etc.).

1.- The applicant may pay from his or her account using a credit card on the internet or at a travel agency etc. The costs will be reimbursed when the final account is reconciled.

An original invoice must be presented to the relevant area secretariat for processing of the travel claim on the SAP.

An electronic ticket itinerary must be submitted to the area secretariat.

2.- The applicant may reserve tickets using one of the IAC Travel Providers listed below. Once transport and accommodation has been reserved, the agency will contact the authorised person within the IAC area to issue tickets and obtain payment. The authorised person at the IAC will ensure that there is a signed TOR, that the project is authorised,

sufficient funds are available, and that the travel conforms to regulations. **IMPORTANT NOTE:** The applicant must provide the agency with the details of the contact person at the IAC.

3.- The applicant may request the reservation via the relevant Area Secretariat at least three weeks before the outward travel date. Any request received less than three weeks before the departure date will not be accepted.

4. In exceptional circumstances, after approval by the Coordinator and the Head of Administration, the travel unit may assist an applicant with their travel arrangements.

Agencies with which the IAC has corporate agreements (See point 2 above):

VIAJES HALCÓN = Nuria, Lorena or José
922 32 73 02
empresas-tci@halcon-viajes.es
(Use Viajes Halcón for trips to La Palma, as they have better rates than other agencies)

VIAJES NIZA = Calola
922 28 75 57
vuelos@canarias.com

VIAJES EL CORTE INGLÉS = Begoña or Khristian
922 15 25 20
astrofisico@viajeseci.es

Tickets may not be purchased using a credit card without a signed TOR, and no costs may be incurred on a personal credit card without prior authorisation.

Personal information:

TITLE: Name and Surname(s)

CENTRE OF ORIGIN: IAC or the SPANISH INSTITUTION TO WHICH YOU BELONG.

REASON: Reason for the Travel Orders. The start and end dates of the event, collaboration, conference or observations must be shown, for which the Travel Orders is authorised.

PERSONAL REASONS: state any additional days (personal business, holidays) outside the dates of the Travel Orders that have been authorised by the Project Leader and the relevant Coordinator.

ID. (DNI/PASSPORT/NIE)

GROUP:

Group 1:	Director of the IAC
Group 2:	University Graduates and group 2 IAC Staff employed under the Collective Agreement
Group 3:	IAC Personnel from group 3 and 4 of the Collective Agreement

PROJECT: State the PEP element, budget, subsidy, cost centre and cost.

DESTINATION: CITY to which you are travelling on Secondment.

COUNTRY: State the first destination country.

START DATE: Date of outward travel.

TIME: State the departure time from the point of origin (home or workplace).

RETURN: Date of return travel (including any specific authorisation for personal business, holidays etc.)

TIME: State the arrival time at the destination (home or workplace).

MEANS OF TRANSPORT: Highlight or underline in black the means of transport to be used (taxi, hire car, aeroplane etc..)

ONWARD TRAVEL: State the country, arrival and departure dates and times for any intermediate points on the journey.