



Courtesy translation of the Spanish form. The Spanish version must be used to submit your travel request

TRAVEL ORDER REQUEST

Name _____ Surname(s) _____ I.D. _____
 Title (1) _____ Position (2) _____ Group _____
 E.PEP _____ Budget _____ Subs _____ C.Manager _____ Amount _____
 E.PEP _____ Budget _____ Subs _____ C.Manager _____ Amount _____

REASONS FOR TRAVEL (C.S.):

Reason for travel: Conference Meeting Course/Seminar Collaboration Observations Work
 C.S. Start Date _____ Time _____ C.S. End Date _____ Time _____
 Title of Conference/Meeting/Course/Seminar: _____
 Title of contribution: _____
 Type of contribution IR IT CT P
 Collaborating with/at: _____
 Observatory/Telescope: _____
 Other reason: _____
 Personal Reasons: _____

TRAVEL DATES

Location _____ Country _____
 Departure date...../...../..... Time Return date./...../..... Time.....
 Means of transport: Aeroplane metro private car train boat bus taxi
 Hire car / Medical Insurance: (Explain) _____

ESTIMATED COSTS

TRAVEL: Aeroplane/Boat

TICKET _____ euros
 AGENT V.Halcón V.El Corte Inglés V. Niza _____ euros
 ONWARD TRAVEL _____ euros
 ACCOMMODATION / HOTEL VOUCHER _____ euros
 SUBSISTENCE _____ euros

TOTAL _____ euros

If you are requesting an advance for this journey, the amount must be less than this total

ADVANCE REQUESTED _____ euros

La Laguna, the _____ of _____ 201_____

AUTHORIZED, FUNDS RESPONSIBLE, APPLICANT,

Name of
Coordinator/Head of Administration

Name of
Funds Responsible

Name
Signed:

TRAVEL

INTERNAL RULES AND CONDITIONS

INSTRUCTIONS

COMPLETE ALL SECTIONS IN CAPITAL LETTERS

- (1) Title: academic title of the applicant.
- (2) Position: post/role at the IAC.
- (3) Project code, (E.PEP), Budget, Subsidy, Manager Unit and Amount

- 1) The applicant is solely responsible for completing the form correctly and on time.**
- 2) The MAXIMUM allowed for submission of the form after the completion of travel is de 7 DAYS.**
- 3) R.D. 462/2002 of 24 May provides for the costs of attending training courses organised by public bodies to be reimbursed as Secondments, together with 100% of subsistence costs; or as residential Secondments. For other courses, 80% of subsistence costs are reimbursed.**
- 4) The period of the Secondment (C.S.) extends from the start to the end of the event. Any costs incurred outside these dates are not admissible and must be paid by the applicant (travel insurance, subsistence, plane tickets etc).**
However, if the applicant requests departure and return dates before or after the start and end dates of the agreed Secondment, this must be stated on the TOR (Personal Reasons).

PADMINISTRATIVE PROCEDURE

- a) Complete the Travel Order Request (TOR).
- b) Submit the Travel Order Request (TOR) to the Area Secretariat.
- c) Complete and sign the "Travel Order Request (TOR) description" form including the signature of the Project Leader.
- d) After the travel is completed, submit these documents and all of the ORIGINAL RECEIPTS to the Area Secretariat
+ summary of related costs attached.
- e) Once the travel has been receipted and signed, submit the documents to the Area Secretariat for processing.
- f) The Finance Manager will **deny** the release of any funds if receipts for any previous travel are still outstanding.

ORIGINAL RECEIPTS

- Certificate of attendance at a Congress /Seminar/Conference/Meeting /Course
- Itinerary Ticket Receipt (ITR) boarding passes and Travel Agent or Airline invoices, with the amount clearly shown
- Invoice for airport transfer for outward and return travel. Where a private car is used, a copy of the driving licence must be provided.
- Hotel invoice clearly showing the name of the applicant and the arrival and departure dates. Where a Travel Agent hotel voucher is used, a copy of the voucher stamped by the hotel on arrival.
- Currency exchange receipts.
- Receipts for internal travel.