# Air and Overseas Travel Request Form

**Requestor details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First name | Click or tap here to enter text. |  | Surname | Click or tap here to enter text. | | |
|  |  |  |  |  | | |
| Post title | Click or tap here to enter text. |  | Contact number | Click or tap here to enter text. | | |
|  |  |  |  | |  | | |
| Email address | Click or tap here to enter text. | | | |  |

**Details of event**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of event | Click or tap here to enter text. |  | Start date |  | / |  | / |  |
|  |  |  | Finish date |  | / |  | / |  |
|  |  |  |  | DD |  | MM |  | YYYY |
|  |  |  |  |  |  |  |  |  |
| Destination | Click or tap here to enter text. |  | Reason for visit | Click or tap here to enter text. | | | | | |

**Details of travel**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Anticipated travel cost\* | Click or tap here to enter text. |  | Method of Travel | Click or tap here to enter text. | | | | | | | | | |
|  |  |  | |  | |  | |  | |  | |
|  |  |  |  | |  | |  | |  | |  | |  | |
| Anticipated expenses | Click or tap here to enter text. |  |  | | \*Should be economy only | | | | | | | | | |

**Approval**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Manager signature\*\* | Click |  | Date |  | / |  | / |  |
|  |  |  | DD |  | MM |  | YYYY |

\*\*(Executive Director or Assistant Director) - If the individual requesting overseas travel is at this level, they should seek authorisation from their immediate line manager

Please note that all air travel should be arranged through the Corporate Business Support Team at [bs\_adminsupport@lincolnshire.gov.uk](mailto:bs_adminsupport@lincolnshire.gov.uk)