**SCHOOL OF CHEMISTRY AND CHEMICAL ENGINEERING**

**TRAVEL BOOKING GUIDELINES**

* For travel under £600.00 please use the **Travel Booking Form** – signatures are required. (Please bear in mind that additional charges can push the cost to over £600.00.)
* For travel over £600.00 please use the **P2P Travel Form**.
* Each supplier (e.g. flights/hotel/conference registration) will require separate booking forms.
* It is important for flight bookings that you put your name on the form exactly as it appears on your passport/identification.
* Staff should be set up with a travel profile with Selective Travel. This can be done at:

<https://www.selective-travel.co.uk/supc/qub/profile-form/>

* Staff should familiarise themselves with the University Overseas Travel information which can be found at: <https://www.qub.ac.uk/directorates/FinanceDirectorate/Procurement/TravelonUniversityBusiness/TravelPolicyandProcedures/#Travel_Policy>
* All travel must be approved and risk assessed by a more senior member of staff than the traveller.
* Postgraduate students must have the travel and the grant code for charging approved by their supervisor.
* The staff member signing the form by signing is confirming that there is sufficient funds in the project to cover the cost of the travel.
* In order to ensure you are insured for a trip overseas, you must register your trip by completing the [online travel insurance form](https://intranet.qol.qub.ac.uk/directorates/finance/insurance/_layouts/FormServer.aspx?XsnLocation=https://intranet.qol.qub.ac.uk/directorates/finance/insurance/Travel%20Insurance%20Application/Forms/template.xsn&SaveLocation=https://intranet.qol.qub.ac.uk/directorates/finance/insurance/Travel%20Insurance%20Application&ClientInstalled=false&Source=https://intranet.qol.qub.ac.uk/directorates/finance/insurance/Travel%2520Insurance%2520Application/Forms/AllItems.aspx&DefaultItemOpen=1) prior to departure. University staff have direct access to the form using their QOL login details.  Students need to request a form from insurance@qub.ac.uk