**APPROVED TRAVEL BOOKER REQUEST FORM**

In order to request to become an approved booker, please complete this form and email it to Susan McPheat. Alternatively, if there is an approved booker in your team, you could ask them to arrange the trip for you.

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| --- | --- |
| **Title** |  |
| **Name:** |  |
| **Phone Number:**  |  |
| **Institute or Department:** |  |
| **Email Address:** |  |
| **Name of Line Manager or Budget Holder who gave approval** |  |