**APPROVED TRAVEL BOOKER REQUEST FORM**

In order to request to become an approved booker, please complete this form and email it to [Susan McPheat](mailto:smcpheat@sgul.ac.uk?subject=Request%20to%20become%20an%20approved%20travel%20booker). 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** |  |