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| Airline ticket art | Itinerary for Overseas Working |
| Print and take a copy of the itinerary with you  Send a copy to a close friend or relative  Send a copy to your appropriate manager at UoB |

# Main Information

|  |  |
| --- | --- |
| Full name | Enter full name |
| Country/Countries | Enter country/countries |
| State/Province/Region | Enter region |
| Start Date | Enter start date of overseas working |
| End Date | Enter expected end date of overseas working |
| Brief Summary of Overseas Work | Provide a summary of overseas work e.g. working with University X to collaborate on stem cell research under EU Grant XX/XXX. |
| Passport / ID Card Number | Enter staff members passport number or ID card number |

# Overseas Contact Information

|  |  |
| --- | --- |
| Host Organisation | Enter organisation name |
| Host Address | Enter organisation address |
| Host Contact | Enter overseas contact name |
| Host Contact’s Phone Number | Enter overseas contact’s phone number |
| Host Contact’s Email Address | Enter overseas contact’s email address |
| Staff Member’s Contact Number | Enter the number the staff member can be contacted on. |

# UK Emergency Contact

|  |  |
| --- | --- |
| In case of emergency, contact | Enter in case of emergency, contact |
| Emergency Contact’s Address | Enter emergency contact’s address |
| Emergency Contact’s Phone | Enter emergency contact’s phone |
| GP’s Surgery | Enter GP surgery & GP’s name (if known) |
| GP’s Phone | Enter GP Surgery number |
| Medical Insurer Name | Enter medical insurer name |
| Medical Insurer Member Number | Enter medical insurer number |
| Emergency Assistance Number | 0044 20 8763 3155 |
| University Insurer | Royal and Sun Alliance |
| University Insurance Policy Number | RTT276323 |

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# Airline Information

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| --- | --- | --- | --- | --- |
|  | Flight #1 | Flight #2 | Flight #3 | Flight #4 |
| Date | Enter date | Enter date | Enter date | Enter date |
| Airline | Enter airline | Enter airline | Enter airline | Enter airline |
| Flight number | Enter flight number | Enter flight number | Enter flight number | Enter flight number |
| Departure city | Enter departure city | Enter departure city | Enter departure city | Enter departure city |
| Departure time | Enter departure time | Enter departure time | Enter departure time | Enter departure time |
| Destination city | Enter destination city | Enter destination city | Enter destination city | Enter destination city |
| Arrival time | Enter arrival time | Enter arrival time | Enter arrival time | Enter arrival time |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Additional Travel Information (Train, Bus, Car)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Journey #1 | Journey #2 | Journey #3 | Journey #4 | | Date | Enter date | Enter date | Enter date | Enter date | | Company | Enter Company | Enter Company | Enter Company | Enter Company | | Train code/Reference  Bus Number/Reference  Car Rental Company | Enter Reference | Enter Reference | Enter Reference | Enter Reference | | Departure city | Enter departure city | Enter departure city | Enter departure city | Enter departure city | | Departure time | Enter departure time | Enter departure time | Enter departure time | Enter departure time | | Destination city | Enter destination city | Enter destination city | Enter destination city | Enter destination city | | Arrival time | Enter arrival time | Enter arrival time | Enter arrival time | Enter arrival time | |
|  |

# Hotel Itinerary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Hotel | City, Country | Reservation confirmation number | Phone number |
| Enter date | Enter hotel 1 | Enter City, Country | Enter reservation confirmation number | Enter phone number |
| Enter date | Enter hotel 2 | Enter City, Country | Enter reservation confirmation number | Enter phone number |
| Enter date | Enter hotel 3 | Enter City, Country | Enter reservation confirmation number | Enter phone number |
| Enter date | Enter hotel 4 | Enter City, Country | Enter reservation confirmation number | Enter phone number |
| Enter date | Enter hotel 5 | Enter City, Country | Enter reservation confirmation number | Enter phone number |

# Additional Information

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