



LLING : TRAVEL REQUEST FORM *(please fill in all fields)*

Email : alli.cozic-sova@univ-nantes.fr

Bank Information + Bank official document to be attached

/!\ This information is mandatory

Bank name

Bank full address :

Account number :

IBAN number,


ABA Code or Routing number :

SWIFT Code :

DATE :

SIGNATURE :

BEFORE DEPARTURE

Travel Request Form to be sent to :	 alli.cozic-sova@univ-nantes.fr
email Subject	Conference or Workshop 's name + Traveler's name
Documents to be attached to the email	<div><input checked="" type="checkbox"/> Copy of passport or ID (if UE travel) : Identity, passport number, date of Issue and place, expiration date</div> <div><input checked="" type="checkbox"/> Bank official document with your information</div> <div>If working for a French public institution</div> <div><input checked="" type="checkbox"/> "Ordre de mission sans frais"</div>

AFTER RETURN

Following the event, please send all **your receipts** **within 8 days** to alli.cozic-sova@univ-nantes.fr

/!\ Tickets ordered and purchased by LLING (University or CNRS)