

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

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

<u>TRAVELER</u>					
LAST NAME:					
First Name:					
Female : □ Male : □					
Date of birth :					
Country of Citizenship:					
Personal Address with postal code:					
Email (professional):					
Cell Phone N°*: +()					
Social Security Number (only for those having a 14 digit French number):					
Employer and status :					
Office Address with postal code:					
NAME OF THE PROJECT :					
PURPOSE OF TRAVEL:					
		DEPARTURE		ARRIVAL	
TRIP ITINERARY FROM					
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Mode of transportation: □Rail □Air* □Personal vehicle □ Rental car □ Ot	her (please in		DATE	TIME	
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Mode of transportation: □Rail □Air* □Personal vehicle □ Rental car □ Ot			DATE	TIME	
Mode of transportation: □Rail □Air* □Personal vehicle □ Rental car □ Ot If by plane: □ Hand baggage □ Check-in baggage				TIME	
Mode of transportation: □Rail □Air* □Personal vehicle □ Rental car □ Ot If by plane: □ Hand baggage □ Check-in baggage Other costs: □ Tolls □ Taxi □ Public transportation □	her (please in	dicate)		TIME	
Mode of transportation: □Rail □Air* □Personal vehicle □ Rental car □ Ot If by plane: □ Hand baggage □ Check-in baggage	her (please in	dicate)		TIME	

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







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

Bank Information + Bank official docum	nent 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	 ✓ Copy of passport or ID (if UE travel): Identity, passport number, date of Issue and place, expiration date ✓ Bank official document with your information If working for a French public institution 	
	☑ "Ordre de mission sans frais"	

AFTER RETURN

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

