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| **TRAVELER**LAST NAME: First Name:Country of Citizenship: Date of birth : Female : [ ]  Male : [ ] Social Security Number (only for those having a 14 digit French number): Employer and status :Office Address with postal code:Personal Address with postal code:Email: Cell Phone N° : + ( )  |

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| **NAME OF THE PROJECT :****PURPOSE OF TRAVEL:** |

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| **TRIP ITINERARY** **FROM** 🢡 **TO** | **DEPARTURE** | **ARRIVAL** |
|  | DATE | TIME | DATE | TIME |
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**Mode of transportation**: [ ] Rail [ ] Air [ ] Personal vehicle [ ]  Rental car [ ]  Other (please indicate)**/!\** Tickets ordered and purchased by LLING (University or CNRS) **Other costs:** [ ]  Tolls [ ] Taxi [ ]  Public transportation [ ]  Parking [ ] Other (please indicate)**Accomodation/Lodging (City)** Dates requested: Number of nights: **/!\** Reservation made by by LLING (University or CNRS) **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**

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| **Travel Request Form to be sent to :** | * **monique.loquet@univ-nantes.fr**
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| **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”
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**AFTER RETURN**

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| **Following the event,** please send all **your receipts** **within 8 days** to **monique.loquet@univ-nantes.fr** |