|  |
| --- |
| **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° : + ( ) |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **TRIP ITINERARY**  **FROM** 🢡 **TO** | **DEPARTURE** | | **ARRIVAL** | | |  | DATE | TIME | DATE | TIME | | ………………………..…………🢡 ………………………………….… |  |  |  |  | | ………………………..…………🢡 ………………………………….… |  |  |  |  | | ………………………..…………🢡 ………………………………….… |  |  |  |  | | ………………………..…………🢡 ………………………………….… |  |  |  |  |   **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**

|  |  |
| --- | --- |
| **Travel Request Form to be sent to :** | * [**monique.loquet@univ-nantes.fr**](mailto:monique.loquet@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 [**monique.loquet@univ-nantes.fr**](mailto:monique.loquet@univ-nantes.fr) |