# Business Travel Plan

This form can be used as a basis for an itinerary for all business travel. It is good practice to leave a copy of this plan with your administrator or budget holder prior to your departure and can be used for booking travel and to apply for travel insurance for UK travel only (a full risk assessment is required for international travel).

|  |  |
| --- | --- |
| Name(s) of traveller: |  |
| School or Department: |  |
| Reason for travel: |  |
| Total duration of trip | From: | To: |
| Itinerary: | Provide details of location, host or hotels below |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| Emergency contact in UK: |  |
| Your mobile phone contact whilst away: |  |
| UoE Travel Insurance details: |  |
| Travel risk assessment required? (for example, possible health concerns regarding country being visited or political issues, see [https://www.ed.ac.uk/staff/business-travel/travel-safety/general-travel-safety](https://www.edweb.ed.ac.uk/staff/business-travel/travel-safety/general-travel-safety) for further guidance) | Copy held at: |