REQUEST FOR TRAVEL AGENCY SERVICES CHARGED TO THE BUDGET OF THE UNIVERSITY OF ZARAGOZA

v5 2024/09/06

TRAVELER INFORMATION

Name		Last Name			
Phone		Mail		National Id. No.	
University of Zaragoza Staff	☐ Yes ☐ No			PASSPORT.	
University or Research Center					
Faculty / School / Center					
Department / Service					
Attendance at:	☐ Board of Examiners for Competitive Exam	☐ Board of Examiners for Doctoral Thesis	☐ Seconded Post	☐ Other	

Signature of the person traveling (Signature)	

DATA ON THE SERVICE REQUESTED

1. TRANSPORTATION

Transportation Needs	☐ Yes ☐ No				
Means of Transportation	☐ Flight	☐ Train	☐ Bus	☐ Vehicle Rental	☐ Other:_____
Itinerary					
Departure Date		Departure time		Return date	Return time
Comments on the Transportation					

2. ACCOMMODATION

Need for Accommodation	☐ Yes ☐ No				
Location					
Number of Nights		Date of Arrival:		Departure Date:	Board: ☐ B ☐ BB
Comments on the Accommodation					

DOCTORAL THESES

Board of Examiners Number	
Name of Doctoral Student	
Member of the Board that incurs the expense	☐ President ☐ Secretary ☐ Board Member
Thesis with International Mention: Joint Supervision	☐ Yes ☐ No
Date of Doctoral Thesis Defence	
Place of Doctoral Thesis Defence	

JUSTIFICATION:

DATA OF THE PERSON RESPONSIBLE FOR THE PLANNING UNIT OF THE TRAVELLER:

Name		Last Name:	
Phone		Mail	
Position			
Faculty/School/Center			
Department/Service:			

Charged to the budget of: (Essential for accepting the application)

PU / DEPARTMENT No.	
PROJECT/ORDER (*)	

(*) Cannot exceed 20 characters

Fill in only if applicable: (Essential for accepting the application)

PPL Teaching and Research Staff No. of Pos					
Chair		mail:		Request Service:	
Principal Investigator (PI)				PI mail:	

BILLING INFORMATION (Essential for accepting the application)

	Accounting Office		Managing Body
DIR3 Code		DIR3 Code	
	Processing Unit		Requesting Body
DIR3 Code		DIR3 Code	

BILLING COMMENTS

AUTHORIZATIONS (Information on spending limits or other circumstances):

Signature of the person responsible for the unit	
Position:	
(Signature)	