

TRAVEL APPROVAL FORM

**TO AVOID TRAVELLING
THINK ABOUT THE VIDEO-CONFERENCE!**

Traveller

Last name : _____ First name : _____

Position & Department : _____

Dates of the Travel

From : to :

Purpose of travel

Air Travelling

| Date | From | To | Airline & Flight No | Transportation category ⁽¹⁾ |
|----------------------|----------------------|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Ticket cost :

To be charged to :

(1) Economy or Business ; Business to be only used by certain authorized executives on international flights longer than 3 hours

Accommodation

| Hotel | In | Out | Room rate | To be paid by |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Car rental and ground transportation

| Date | Type (ground transportation) | Company | Cost | To be paid by |
|----------------------|------------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| Date of the request | Name & signature of the beneficiary | Approved by ⁽¹⁾ |
|----------------------|-------------------------------------|----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

(1) to be also approved by the Asia-Pacific Managing Director or CFO if itinerary not included in your approved travel schedule. Attach the latter after having highlighted the corresponding itinerary.