|  |  |
| --- | --- |
| EVRY_VE_ | **TRAVEL ORDER** DOMESTIC or  THE COUNTRY / ABROAD NO ADVANCE or  WITH A CASH ADVANCE or [[1]](#footnote-1) FREE OF CHARGE |

Please fill in the form and submit a signed version to the funding platform of DAF before the mission.

**(10 DAYS BEFORE YOUR DEPARTURE IN CASE OF APPLICATION FOR ADVANCE PAYMENT)**

For a first payment in 2011 or in case of new bank account, please enclose your banking information (RIB or RIP).

Your information

**Surname:**……………………………………………. **Name:** ………………….……………………

**Purpose of travel:** ………………………………………………………………………………………………………..

………………………………………………………………………………… (Attach the letter of invitation or summons)

Title:

|  |  |  |  |
| --- | --- | --- | --- |
| Guest / Invited professor |  | Part-time Lecturer |  |
| Researcher |  | Phd student |  |
| BIATOSS / staff (Librarians,engineers, administratives and technical, social and health personals |  | Intern |  |
| Teaching/ Research Position |  | Student |  |

|  |  |  |
| --- | --- | --- |
| **Social Security Number** |  | |
| **Date of birth:** | **Birthplace :** | **Nationality:** |
| **Business address:** |  | |
| **Personal address::** |  | |
| **Function (optional):** |  | |

|  |  |  |
| --- | --- | --- |
| **Financial Center :**  **C310** | **Cost center : TCC310**  **EOTP (research contract) :** | **Name and telephone number of your secretary** |

Total Per Diem allocated: Upper limited cost **total cost:: ……………€**

**You travel as an invited professor :** Yes No 

**Transportation / Visit**

Place of mission **(**City, Country**)**…………………………………………………….

Purpose of mission……………………………………………………………………………………………..

**Inclusive dates of travel**

Departure date / time:

Arrival date / time:

**Acceptable means of transport:**

Train  Airplane  Ship  Privately-owned vehicle  Other 

If Other, specify (parking, tolls**\***, taxis, car rental ...)

*\*if you are approved to use your own automobile, please attach a photocopy of your vehicle registration and insurance certificate.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Granting organization | | Cost | |
| Transportation |  | |  | |
| Local expenses |  | |  | |
| Other (taxis, bus...) |  | |  | |
|  | |  | |  |
| Signature of the ( Chief, secondary or delegate) authorizing officer  Title / Position | | Signature of the superior  Title / Position | | Signature of the travelling person |

1. The advance is limited to 75% of the amount of the fixed allowance. [↑](#footnote-ref-1)