Name:

Telephone:

Booked via Amex GBT?
☐ *Yes* ☐ *No*

If no, please provide information on Means of transport and travel agency:

Destination:

Purpose of journey:

Dates of departure and return:

Perceived risks associated with the journey and what measures have been taken to minimize the risks:

Are you responsible for travelers not employed at SU?

☐ *No* ☐ *Yes* *If yes, please contact Susanna Blåndman for insurance info*

Have you reported next of kin to HR/Susanna Blåndman?

☐ *No* ☐ *Yes* *If no, please contact Susanna Blåndman*

Please indicate project number for costs:

Please email this form to susanna.blandman@natgeo.su.se