

# LLING : TRAVEL REQUEST FORM

Email : [monique.loquet@univ-nantes.fr](mailto:monique.loquet@univ-nantes.fr)

## TRAVELER

LAST NAME: \_\_\_\_\_ First Name: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Date of birth : \_\_\_\_\_ Female :  Male :   
Social Security Number (only for those having a 14 digit French number): \_\_\_\_\_  
Employer and status : \_\_\_\_\_  
Office Address with postal code: \_\_\_\_\_  
Personal Address with postal code: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone N° : + ( ) \_\_\_\_\_

NAME OF THE PROJECT :

PURPOSE OF TRAVEL:

TRIP ITINERARY FROM                      ⇒ TO	DEPARTURE		ARRIVAL	
	DATE	TIME	DATE	TIME
..... ⇒ .....				
..... ⇒ .....				
..... ⇒ .....				
..... ⇒ .....				

### Mode of transportation:

Rail     Air     Personal vehicle     Rental car     Other (please indicate)

/!\ Tickets ordered and purchased by LLING (University or CNRS)

**Other costs:**     Tolls     Taxi     Public transportation     Parking     Other (please indicate)

### Accommodation/Lodging (City)

Dates requested: \_\_\_\_\_ Number of nights: \_\_\_\_\_

/!\ Reservation made by by LLING (University or CNRS)

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Email : [monique.loquet@univ-nantes.fr](mailto:monique.loquet@univ-nantes.fr)

## Bank Information + Bank official document to be attached

! This information is mandatory

Bank name

Bank full address :

Account number :

IBAN number,


ABA Code or Routing number :

SWIFT Code :

DATE :

SIGNATURE :

## BEFORE DEPARTURE

Travel Request Form to be sent to :	 <a href="mailto:monique.loquet@univ-nantes.fr">monique.loquet@univ-nantes.fr</a>
email Subject	Conference or Workshop 's name + Traveler's name
Documents to be attached to the email	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> <b>Copy of passport or ID (if UE travel)</b> : Identity, passport number, date of Issue and place, expiration date</li><li><input checked="" type="checkbox"/> <b>Bank official document</b> with your information</li></ul> <p><b>If working for a French public institution</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> "Ordre de mission sans frais"</li></ul>

## AFTER RETURN

Following the event, please send all **your receipts** **within 8 days** to [monique.loquet@univ-nantes.fr](mailto:monique.loquet@univ-nantes.fr)