GBIF Travel Authorisation and Agreement Form

For visitors, guests, observers, delegates, committee members and other participants at GBIF meetings and events requesting travel cost reimbursement from GBIF

Name: Add name

Attending following meeting/event: Add title of meeting/event

Date(s) of meeting/event: Add date(s)

Proposed travel itinerary (route, including flight numbers, and dates of travel):

 Outbound: Add information

 Return: Add information

Price estimate (for flights): Add estimate

Price estimate (for accommodation and/or other major costs): Add estimate

Special dietary requirements: Add information if required

Reimbursement will be made direct to the individual travelling. If your home organisation/university requires reimbursement for expenses related to this trip you must inform the GBIF Secretariat in advance to seek our agreement.

**☑** I am aware that reimbursement should be claimed within one month after returning from the GBIF event, and that any claims submitted after two months after returning from the GBIF event will not be reimbursed by GBIF.

**☑** I have read and agreed to the GBIF Travel Guidelines as outlined at [**http://links.gbif.org/travel\_guidelines.pdf**](http://links.gbif.org/travel_guidelines.pdf)

Name: Add name Date: Add date

E-mail address: Add e-mail address

**Please return this form electronically to the GBIF Secretariat at e-mail:** **travel@gbif.org** **to get approval from GBIF *before* making your travel arrangements for the GBIF event.**

**If travel is authorised by GBIF, the Secretariat will return an electronic authorization to you at the e-mail address you have provided. Please attach a print out of this approval to your reimbursement form when you submit it to GBIF.**

**This section will be completed by GBIF Secretariat:**

The above requested travel on behalf of GBIF is authorized by GBIF. For this GBIF event, the maximum accommodation fee, per person, per night that the Secretariat will refund is: Add sum

GBIF Secretariat (name)to sign electronically Add date

GBIF Title Date

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*For GBIF Secretariat use only:*

*Budget line:*