

Business Travel Procedure

Travel/Accommodation/Car Hire

Contact the relevant University Travel Provider (details below) to obtain a quote. They will be able to advise on travel options as well as recommend hotels in the area you require. Once your travel is agreed, email MVLS Orders (mvls-order-requests@glasgow.ac.uk) quoting 255 Travel Order in the subject Line of the email. Please clearly state which travel options you wish to book and the sub-project to be charged. MVLS will then send you a PO number that you should forward to the travel agent.

- UK Travel – Clarity Travel Management: uog@claritytm.co.uk
- International Travel – Selective Travel Management: uog@selective-travel.co.uk

Conference Registration

Please forward Psychology Admin (psychology-admin@glasgow.ac.uk) the conference payment link along with your log-in details and they will make payment for you using the departmental purchase card. If this isn't straightforward then please arrange a suitable time for you to come to the administrative office with your laptop to allow us to enter the card details. Please remember to include details of the subproject you wish the registration charged.

Travel Insurance

You need to apply for University travel insurance for all business trips. This is for all staff and PG students. Please log in with your GUID to the online form:

<https://www.gla.ac.uk/myglasgow/finance/staffsections/insuranceandrisk/forms/travelinsuranceform/#d.en.88497>