

1) Traveller's Details

Name	Richard Smith-Jones Longname
University/Organisation	Liverpool Metropolitan

2) Visit Details

Destination(s)	CERN				
Departure Date	01/05/2012	Duration (number of nights to be claimed)	4	Return Date	05/05/2012
Reason for Visit	To work on ATLAS				

3) Estimated Cost of the Visit(s)

Please ensure that the estimate you give includes all of the costs to be charged to STFC for the Visit(s) (i.e. including any travel claims to be submitted to your Institute, plus tickets or workshops fees etc whether to be paid by your Institute or directly by STFC)		
Total Estimated Cost	959.30	GBP

4) Budget Details

Project Number	Task Number	Amount	Comment
STAB012345	01.02.03.04	500.00	
STAC67890	05.06.07.08	500.00	
Total		1000.00	

5) Date Submitted

Date Submitted:	31/12/2012
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6) Authorisation - Budget - 1

	Print Name	Date	Signature
VN Approver			

7) Authorisation - Budget - 2

	Print Name	Date	Signature
VN Approver			

Guidance Notes for the Visit Notice

Traveller
 Please submit your Visit Notice electronically as a spreadsheet if at all possible
 The completed Visit Notice should be sent to the VN Approver(s) for the Budget(s) to be used
 When you receive the approved Visit Notice back please forward a copy to your Local Claim Approver.

Visit Notice Approval
 To approve this Visit Notice you should be a designated as a VN Approver by the Budget Holder. Your approval of the Visit Notice is subject to any conditions imposed by the Budget Holder.
 Once approved please send the form back to the Traveller. (this can be done electronically)