

**REQUEST FOR DIRECTOR-LEVEL AUTHORISATION TO
FLY WITHIN MAINLAND UK**

**Please read the travel policy, complete this form and
send it to your Director's Mailbox**

To: Enter the name of the Director responsible for approving flights in your area

cc (line manager): Click here to enter text

Name of Traveller: Click here to enter text

Details of journey:

From: Please enter your starting point

To: Please enter your destination

Date of travel:

Details of ticket(s):

Ticket(s) type: Click here to enter text

Estimated price: Click here to enter text

Reason for Journey: Click here to enter text

Have you considered alternatives to flying?

No Travel (Use Video or Telephone Conferencing): Yes No

Train Travel: Yes No

If No, please provide a reason:

Click here to enter text

For Official Use Only:-

Approved:

Yes No

If No please provide a reason:

Click here to enter text

Date: