



# HP52B - Travel Visa Request

FCO SERVICES

## 1.0 Passport details

Full name (AS IN PASSPORT)			
Passport Number:		Separate Passport photograph(s) attached?	<input type="radio"/> Yes <input type="radio"/> No
Date of issue:		Date of expiry:	
Date of birth:		Passport attached?	<input type="radio"/> Yes <input type="radio"/> No
Date of passport submission:		Date you would like passport returned:	
Where would you like Passport returned to?		Have you retained a photocopy of the passport data page?	<input type="radio"/> Yes <input type="radio"/> No

## 2.0 Travel Details

Travel Destination:		Expected travel date:	
		Expected return date:	

## 3.0 Project Information and Charging Instructions

Cost Centre/ Budget Holder	PRISM project number	PRISM task number	Project organisation	Originating Department
	7600			
Reason for travel:		Grade or contractor type:	Role:	
			<input type="radio"/> PM <input type="radio"/> Other	

## 4.0 Requested Visa Information

Visa Type:	<input type="radio"/> Single Entry <input type="radio"/> Multi Entry	Visa Category:	
Online application completed?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Copy of Online application attached?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Passport Photo added to copy of Online application?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Post Sponsor letter/email attached?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		

## 5.0 Travellers Contact Information

Work email:	
Alternative email:	
Mobile Telephone number:	

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- Please ensure that the name(s) of the person travelling are exactly as they appear in the passport they are using to travel for that trip. If travel is for North or South America then the officer's date of birth and middle names(s) must be provided.
- Please that you have checked the visa regulations on One Way before submitting your form.
- Please ensure that you apply for the correct visa category required for you trip (i.e transit for example); if this field is not required, simply write 'N/A'.
- If you any further questions regarding the completion of the form please contact the Personnel Logistics Team - [FCOServices.PersonnelLogistics@fco.gov.uk](mailto:FCOServices.PersonnelLogistics@fco.gov.uk).



# HP52A – Short Tour Travel Request

Travel request for up to 4 travellers

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## 1.0 Reason for Request

Travel	<input type="radio"/> Yes <input type="radio"/> No	Accommodation?	<input type="radio"/> Yes <input type="radio"/> No	Date of departure from the UK	
Mode of travel	<input type="radio"/> Air <input type="radio"/> Other (specify here)				
Reason for travel		Courier duties included ?	<input type="radio"/> Yes <input type="radio"/> No		
Reason for travel		OOP authorisation is attached ?	<input type="radio"/> Yes <input type="radio"/> No		
If courier required confirm RTSS Regional Logistics Planner has been contacted					<input type="radio"/> Yes <input type="radio"/> No
Confirm Region has been notified of planned travel					<input type="radio"/> Yes <input type="radio"/> No

## 2.0 Health and Insurance

Safe or Safe+ location?			<input type="radio"/> No <input type="radio"/> SAFE <input type="radio"/> SAFE+
Are any immunisations/vaccinations required for this travel ?		<input type="radio"/> Yes <input type="radio"/> No	If yes, list below:
Traveller	Healix medical clearance in date?	All vaccinations received?	SAFE/SAFE+ Training in date?
1	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
2	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

## 3.0 Travel Request Details

Destination	Departing From	Preferred arrival Airport (if any)	Date of return or onward journey	Returning to

Officers Travelling

Full Name (AS IN PASSPORT)	Passport Number	Mobile Number	E-mail Address	DOB
1				
2				
3				
4				

Charging Instructions (in corresponding order to above)

PRISM Project Number	Cost centre/budget holder	PRISM Task number	Project organisation	Originating Department

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1				
2				
3				
4				

## Travel Preferences

Time Options <i>(Select am or pm as preferred, only include Requested time if this is required for transfers, courier collection etc. Note – Requested flight times may not be available, Personnel Logistics may source a suitable cost effective alternative)</i>			Seat Requirement: <i>(see page 4 for Travel Policy)</i>			Routing (via)	Catering/dietary requirements
Trip	Depart Time	Requested Time & Reason	Economy	Premium Economy	Business		
Outbound 1	<input type="radio"/> am <input type="radio"/> pm						
Return 1	<input type="radio"/> am <input type="radio"/> pm						
Outbound 2	<input type="radio"/> am <input type="radio"/> pm						
Return 2	<input type="radio"/> am <input type="radio"/> pm						
Outbound 3	<input type="radio"/> am <input type="radio"/> pm						
Return 3	<input type="radio"/> am <input type="radio"/> pm						
Outbound 4	<input type="radio"/> am <input type="radio"/> pm						
Return 4	<input type="radio"/> am <input type="radio"/> pm						

## 4.0 Courier details

Name		First Time as a courier	<input type="radio"/> Yes <input type="radio"/> No
From UK Destination		Classification	
Journey to		Hold/cabin/seat loaded	
Courier between Posts ?	<input type="radio"/> Yes <input type="radio"/> No	Name Posts if couriating between	
DCP to be arranged by PLT?	<input type="radio"/> Yes <input type="radio"/> No	LCS to be arranged by PLT?	<input type="radio"/> Yes <input type="radio"/> No
FCOS Service and Logistics approval obtainedv	<input type="radio"/> Yes <input type="radio"/> No	Confirmation details attached?	<input type="radio"/> Yes <input type="radio"/> No
Approx. weight of item being couriered <i>(NB Exact weights and dimensions to Travel Section ASAP when known)</i>			

## 5.0 Accommodation Information

Preferred GEG Hotel Name <i>(include hyperlink to hotel website)</i>	Check in date	Check out date	No. of nights
Alternative GEG Hotel Name <i>(include hyperlink to hotel website)</i>	Check in date	Check out date	No. of nights

## 6.0 Additional Comments

## 7.0 TRMS Notification

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Travel Section please forward itinerary to Solace Secure when tickets are issued to travellers

Yes  No

## 8.0 Authorisation

8.1 For Project travel: form to be authorised by Project manager)

Name (in BLOCK Capitals)		Position		Grade	
Signature		Tel No.		Date	

8.2 For Project Manager travel: form to be authorised by PSC management

Name (in BLOCK Capitals)		Position		Grade	
Signature		Tel No.		Date	

## Guidance on Completing this Form

- Sections 1 – 6 to be completed by Lead Traveller
- Please ensure that the name(s) of the person travelling are exactly as they appear in the passport they are using to travel for that trip. If travel is for North or South America then the officer's date of birth and middle names(s) must be provided.
- It would be help us provide a better service if, where you have them, you provide us with some options of flights you would like to have booked (Section 3)
- Please provide the information about class of travel and any catering/dietary requirements
- If travelling as a Courier ensure appropriate approval from Logistics as identified in Section 4 is obtained and accompanies this request
- If PM travelling section 8.2 requires authorisation
- If you any further questions regarding the completion of the form please contact the Personnel Logistics Team - [FCOServices.PersonnelLogistics@fco.gov.uk](mailto:FCOServices.PersonnelLogistics@fco.gov.uk).

## 9.0 Booking Confirmation *(To be completed by Personnel Logistics)*

Itinerary Issued	<input type="radio"/> Yes <input type="radio"/> No	Date	
Tickets Issued	<input type="radio"/> Yes <input type="radio"/> No	Date	
Solace Secure Notified	<input type="radio"/> Yes <input type="radio"/> No	Date	
Accommodation Booked	<input type="radio"/> Yes <input type="radio"/> No	Date	

## FCO Travel Policy

### Air travel

You are expected to book the lowest logical fare available – if there are other more expensive fares available within policy – these are still bookable but require a reason explaining why the lowest fare was not booked.

Flying time	Class of travel
Up to 5 hours	<b>All journeys at public expense:</b> Economy
Over 5 hours	<b>All journeys at public expense:</b> Economy (but see * below)
Over 10 hours	<b>All journeys at public expense:</b> Business (subject to prior agreement with line management and budget holder)

\* Subject to the authority of Directorates the next higher class (but not first class) may be used:

- where strict application of the class of travel rule would not be cost effective for short duty visits out and back in a working day – staff are not entitled if they stay overnight
- when bookings are not available in the lower class and the timing or date of the journey cannot be changed
- If staff are required to work immediately on arrival
- on disability/medical grounds recognised by HRD.

**Out of Policy Authorisation is required under any of these circumstances and for all Courier trips.**

**If acting as a Courier for the first time ensure Courier Briefing arranged with Services and Logistics – please contact Lee Robertson, Peter Tofani or Ann Wragg.**