

## GUESTS TRAVELLING EXPENSES APPLICATION<sup>1</sup>

CLPU HOST DETAILS	
Name & Surname:	
Destination:	Usage of CLPU VISA expected <input type="checkbox"/>

TRIP DETAILS	
<b>Project:</b>	Dates of the activity: -
Activity:	Kind of participation:
Details of the activity:	
Interest of the activity :	<b>REVIEW</b>
	Sig

**REMARKS:**

APPLICANT	REVIEW	EXPENSES APPROVAL
		<b>Approval Date:</b>
Fdo.	Fdo. Pedro García García Manager	Fdo. Luis Roso Franco Director

<sup>1</sup> **VERY IMPORTANT: BEFORE** any travel expense, this document must be given to the Management Department, properly filled in and signed.

<sup>2</sup> The list of CLPU guests and details is to be filled in and included with the application.

**Filling in this form doesn't mean the approval.**

CLPU GUESTS LIST			Activity:			Dates of the activity:		-
Name/s & Surname/s	Affiliation & position	Institution	Journey From - To	Transport needed	Accomodation Nights Nr.	Living Expenses	Other (Which ones?)	

**REMARKS:**

CLPU GUESTS LIST			Activity:			Dates of the activity:	
Name/s & Surname/s	Affiliation & position	Institution	Journey From - To	Transport needed	Accomodation Nights Nr.	Living Expenses	Other (Which ones?)

**REMARKS:**

**NOTE 1:** **Once the application has been approved, the host will contact the guests and inform them that they must contact directly the travel agency by e-mail, with copy to [ssanchez@clpu.es](mailto:ssanchez@clpu.es)**

*Depending on the destiny, the beneficiary **MUST** ask the travel agency for a **low cost plane ticket**. (In case of doubt, the guest may consult Sara Sánchez (+34) 923 338 121 Ext. 20 or Ext.30).*

*The agency will confirm the reservation directly to the beneficiaries.*

**Viajes El Corte Inglés S.A.**

Ms. Carmen Losada

[usal@viajeseci.es](mailto:usal@viajeseci.es)

C/ Travesía Nr. 3 - CP:37004 , SALAMANCA

Tel: (+34) 923 214 106 / (+34) 923 218 009 Ext. 1400

(from 09:00 to 14:30 and from 15:30 to 18:00, Monday to Friday)

24 hours assistance - Tel: (+34) 91 218 39 26 / (+34) 902 180 129

(Out of office hours & 24hrs Saturdays, Sundays and Bank Holidays)

*Note: You can find the emergency phone number in the hotel reservation voucher, if applicable*

**NAUTALIA**

Ms. Sonia Fernández

[d0529@nautaliaviajes.es](mailto:d0529@nautaliaviajes.es)

C/ María Auxiliadora, 2 - CP:37007 , SALAMANCA

Tel: (+34) 923 102 956

(from 09:45 to 13:45 and from 16:30 to 20:00, Monday to Friday  
and from 10:30 to 14:00 on Saturdays)

24 hours assistance - Tel: (+34) 677 931 499

(Out of office hours & 24hrs Sundays and Bank Holidays)

*Note: You can find the emergency phone number in the hotel reservation voucher, if applicable*

**NOTE 2:** **The beneficiaries MUST give the Management Area all the supporting documents of the activity and expenses as detailed in the “Travel Settlement Rules”, before 10 days after the end of the travel.**