1. sz. melléklet

**Application form**

**for international travel**

Family name:…………… First name: …………………. name: ……………………

Date and place of birth: …………………………………………………………….

Tax identification number: ………………………………………………..

Hová kíván utazni (Country, Town, , intézmény): ………………..

start-end of trip date…...........-………………duration: …………. day

Utazás célja: (a megfelelő aláhúzandó, kitöltendő):

konferencia tanulmányút előadás tartása ösztöndíj konzultáció egyéb, éspedig:

Pályázat munkaszáma: D111SDOKT-D650

A rendelkezésre álló fedezet mértéke: budget available for travel, **…………………….**

Eszközfoglalás/Kötelezettségvállalás SAP azonosítója: ………………

***Traveller completes: (Please fill in using CAPITAL LETTERS, OR TYPE)***

**Traveller(s) name** (Mr/Mrs/Ms/Miss): ……………………………

Traveller(s) mobile number: ……………………………….

Traveller(s) landline number: ……………………………….

Traveller(s) e-mail address: ……………………………………….

Traveller(s) date of birth:…………..……………………………….

Traveller(s) sex/gender :……………..…………………..

Traveller(s) nationality: ………………………………….

Traveller(s) documents- proof of Identity (the type - ID Card, or Passport-, the number and expiry date of the valid document that the traveller(s) wish to use,) :…….………………………………………………….

Mother Name:……………….

**FLIGHT TICKET (*please indicate all stopovers on both initial and return trip)***

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| --- | --- | --- | --- | --- | --- | --- |
| **Traveller(s) name(s)** – (the full names, exactly as in the **VALID** travel document, **family name indicated/underlined!)** | **Traveller(s) date of birth** | **Traveller(s) documents type, number, expiry date** | **Traveller(s) nationality** | **Departing city** | **Arriving city** | **Preferred airport** |
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| **Date of travel (please indicate a.m.,p.m. or**, **flexible)** | **Date of return trip** (*Direction, if different!)*  **(please, indicate a.m.,p.m. or**, **flexible)** | **Discount airline appropriate** (Yes/No) | **Exact name of other services** (e.g. seat booking,checked baggage weight, etc.) | **Comment** |
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**If the round trip is different indicate on a separate line)**

**ATTENTION: Trips under 3 days hand luggage, over 3 days 23 kg baggage allowance will be ordered.**

***Please check the information on the voucher/flight ticket regarding baggage check-in options.***

**AIRPORT TRANSFER**

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| **Domestic or foreign** | **Where from/to?**  **One way, or return?** | **Private or group?** | **Comment** (pg.: extra baggage etc.) |
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**ACCOMMODATION**

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| **Traveller(s) name(s)** – (the full names, exactly as in the **VALID** travel document, **family name indicated/underlined!)** | **City***(district, category)* | **Preferred Hotel (exact name, and address - if known)** | **Date of arrival**,  if flexible,*please indicate!* | **Date of departure,** if flexible,*please indicate!* | **Room type** | **Comment** *(Wifi, parking, breakfast, fhalf board,, prepaid accomodation, etc., indicate, if the conference provides a discount* |
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ATTENTION: If the preferred accommodation is not available, a similar Hotel will be booked, which coasts will not exceed the committed budget. (and it’s ordered without special agreement.)

**CONFERENCE REGISTRATION**

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| **The name(s) of the pesons to be registered )** –  (the full names, exactly as in the **VALID** travel document, **family name indicated/underlined** | **Name of the Event** | **Website of the Event** | **Start of registration period**  (exact date) | **End of registration period** (exact date) |
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| **Amount of registration Fee,**  (accurate data) | **Payment method** | **Related other services** *(eg. gala dinner, excursions etc.)* | **Fees for other services** | **Comment** *(accomodation is related to registration, or may need to be booked together)* |
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If the conference has a registration /application form, please complete and attach it.

ATTENTION: Started registration cannot be completed through this system, therefore we are unable to continue this order, if such is the case.

**INTERNATIONAL TRAIN TICKET (*if the return trip is different, please indicate exact information)***

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| **Traveller(s) name(s)** – (the full names, exactly as in the **VALID** travel document, **family name indicated/underlined!)** | **Departing city** | **Arriving city** | **Date of travel (please indicate a.m.,p.m. or**, **flexible)** | **Date of return trip** (*Direction, if different!)*  **(indicate a.m.,p.m. or**, **flexible)** | **Comment** (pg. sleeping car/couchette, **seat reservation, etc**) |
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**ATTENTION:** The paper-based ticket can only be picked up at the Travel Agency, that made the winning bid, on weekdays, between 9:00-16:00, after KBO has notified the Traveller.

**INTERNATIONAL BUS TICKET (*if the return trip is differenct, please indicate exact information)***

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| **Traveller(s) name(s)** – (the full names, exactly as in the **VALID** travel document, **family name indicated/underlined!)** | **Departing city** | **Arriving city** | **Date of travel**  **(please indicate a.m.,p.m. or**, **flexible)** | **Date of return trip** (*Direction, if different!)*  **(indicate a.m.,p.m. or**, **flexible)** | **Comment** |
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**ATTENTION:** The paper-based bus ticket can only be picked up at the Travel Agency that made the winning bid, on weekdays, between 9:00-16:00, after KBO has notified the Traveller.

**INTERNATIONAL BOAT/FERRY TICKET (*if the return trip is differenct, please indicate exact information)***

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| **Traveller(s) name(s)** – (the full names, exactly as in the **VALID** travel document, **family name indicated/underlined!)** | **Departing city** | **Arriving city** | **Date of travel (*part of the day*)**, if flexible, *please indicate!* | **Date of return trip** **(*part of the day*)**, if flexible,*please indicate! Direction, if it doesn’t match the route there* | **Comment** |
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ATTENTION: The paper-based boat/ferry ticket can only be picked up at the Travel Agency that made the winning bid, on weekdays, between 9:00-16:00, after KBO has notified the Traveller.

**INSURANCE**

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| **Insured(s) name(s)** – (the full names, exactly as in the **VALID** travel document, **family name indicated/underlined!)** | **Insured date of birth, and mother’s maiden name** | Insured **documents type, number, expiry date** | **Destination country** |
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| **Begining of the insured period**  **(exact date)** | **End of the insured period** (exact date) | **Comment (extra luggage etc.)** |
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**RENT A CAR/CAR RENTALS**

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| **Domestic or foreign** | **From where? Where to?**  **One way, or return?** | **Private or group** | **Comment (extra luggage etc.)** |
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**CHAUFFEUR/DRIVER SERVICE**

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| **Traveller(s) name** | **Number of travelers** | **Where from/to?**  **One way, or return?** | **Private or group** | **Comment (extra luggage etc.)** |
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**VISA**

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| **Traveller(s) name(s)** – (the full names, exactly as in the **VALID** travel document, **family name indicated/underlined!)** | **Country of visa** | **Single or multiple entry visa** | **Passport number** | **Passport expiration date** | **Comment** |
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PLEASE NOTE: for foreign citizens, the visa cannot be ordered through this (KEF) system.

**If payment sources are inadequate from founding, payment is expected to be made by the traveller, who needs to make payment arrangements immediatelly.**

*Reason for the trip, and the purposes I want to achieved:*

*I undertake to prepare the travel report for the trip within 8 days of my return*

*Budapest, 20... …………….. ………*

|  |  |
| --- | --- |
|  | *………………………………………* |
|  | *name*  *signature*  *Traveler/Traveling Group Leader* |