**NEW STAFF PROFILE – University of EXETER**

|  |  |
| --- | --- |
| Account name | **University of Exeter** |
| Sub-account name [College/Professional Service] | **e.g. CLES** |
| Campus Location |  |
| Address for invoices | invoices@exeter.ac.uk |
| Please state source of funding for travel to be booked | **EU grant/other research grant/University of Exeter/other source**: |
| Staff name [as it appears on passport] |  |
| Title [Mr/Mrs/Miss/Ms/Dr/Prof etc.] [as it appears on passport] |  |
| Job Title  |  |
| Access permissions on online booking tool | e.g. self-booker, booker, traveller  |
| Email  |  |
| Tel. |  |
| Mob. |  |
| Date creation of staff profile requested |  |
| Creation of new staff profile requested by |  |

Access:

Self-booker = can only book travel for his/her own journeys

Booker = can book travel for his/her own journeys & for colleagues

Traveller = cannot book travel. Can view his/her travel itineraries in the online booking tool.