**PGR International Travel Authorisation**

**AUTHORISATION / SUBMISSION**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| School |  |
| Budget Code | 5301 |
| Destination country/countries |  |
| Destination city/cities |  |
| Purpose of Travel: |  |
| Estimated **TOTAL** Cost (please include Conference/event fees, Rail Travel, flights, accommodation, Visa |  |
| Date of departure from UK (DD/MM/YYYY) |  |
| Date of return to the UK (DD/MM/YYYY) |  |
| Date of return to University (DD/MM/YYYY) |  |
| Total number of days |  |

Once you have completed the form, please save and upload to the Overseas Travel section of the PGR Research Support Funding Application. Any international travel is approved by the Pro Vice Chancellor for Research and Knowledge Transfer.

**International PGRs**

International PGRs will need to complete a [Tier 4 PGR Absence Request Form](https://www.yorksj.ac.uk/media/content-assets/registry/research-degrees/ysj-page/Tier-4-PGR-Absence-Request-Form.docx) as well as the PGR International Travel Authorisation.

The [Tier 4 PGR Absence Request Form](https://www.yorksj.ac.uk/media/content-assets/registry/research-degrees/ysj-page/Tier-4-PGR-Absence-Request-Form.docx) will need to be sent to [Research@yorksj.ac.uk](mailto:Research@yorksj.ac.uk) who will record the absence in SITS and email confirmation of the outcome of the request to the PGR copying in the supervisory team and [visa@yorksj.ac.uk](mailto:visa@yorksj.ac.uk).