**P Card Travel Approval Form**

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| --- |
| Name of Traveller: |
| Name of Procurement Card holder: |
| Department/College: |
| Have you looked on the Diversity/Clarity Site? |
| If No, please contact; online@diversitytravel.com / Onlinehelp@claritybt.com  |
| Reason why the TMC was not used: |
| Total cost: |
| Dates of travel: |
| Line manager approval: |
| Approval from Procurement(travel@brunel.ac.uk)  |
| Date approved by Procurement -  |

**Please Provide all Answers in RED**

**PLEASE ATTACH YOUR SUPPORTING DOCUMENTS BELOW**

Please send a copy of this form to Rajvinder.bagri@brunel.ac.uk