**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](mailto:online@diversitytravel.com) / [Onlinehelp@claritybt.com](mailto: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](mailto: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](mailto:Rajvinder.bagri@brunel.ac.uk)