



## Application for a travel authorization

*This form must be duly completed and sent to christine.yvoz@univ-lille.fr with a copy to phlam-missions@univ-lille.fr.*

*If the unit which covers the assignment is different from the unit whose belongs the traveler, this request must be approved in advance by the director of the unit whose belongs the traveler, before transmission to phlam-missions@univ-lille.fr*

This travel authorisation is to be completed only:

- if the costs of the mission are charged to credits lines managed by CNRS
- or
- if the missionary is employed by the CNRS and needs an Assignment order without fees

**Unit/service in charge of the mission** ► UMR 8523 - PhLAM

### The MISSIONARY

Name ►

First Name ►

Date of Birth ►

Place of Birth ►

Nationality ►

Personal Adress ►

Professional Adress ►

Personal Cell Phone ►

Professional cell phone ►

Personal Email ►

Profesional E-mail ►

Institution/lab ►

#### **RIB / IBAN SWIFT (Banking information)**

► *to be provided in case of 1st request or change of bank details*

#### **For CNRS Personnel only :**

CNRS Grade ►

*Other (please specify) ►*

CNRS Personal number ►

Research Unit (specify the Code Labintel/RESEDA) ►

Director of the Unit ►

CNRS Delegation ►

If you do not belong to the PhLAM Lab, please provide a scan of your passport or ID card

### The Assignment

Destination ►

If abroad (specify all exact countries/sites/areas/cities including stopovers

Place of Departure ►

Place of return ►

Departure date ►

Return date ►

Departure time ►

Return time ►

Detailed Purpose of the Trip (Ex :participation in a conference, guest speaker (Specify the name and the date) - if research collaboration, specify the name of the lab and the name of your collaborators) ►

If you do not belong to PhLAM Lab and you do not have access to GOELETT, please provide a screenshot of your journey (train / plane / accommodation), so that we can book your ticket. Please be as specific as possible regarding the options you want: luggage, refundable ticket, etc.

#### Points of vigilance

- If the country is at risk, please make this request at least 1 month before departure, so that we can get the approval of the FSD (Fonctionnaire Sécurité Défense) in due time.
- For any assignment planned abroad (country at risk or not), each traveler must complete, before his departure, the declaration of his assignment made by the CNRS in the SAME application.
- In case of private stay (in France or abroad), indicate the start and end dates. These leaves must be declared in Agate -Tempo for CNRS Travelers.

## FUNDING OF THE ASSIGNMENT

### Funded by CNRS

If supported by a Research Grant, specify ►

If supported by another CNRS Research Unit, specify ►

### Funded by another Institution

Specify the organization covering all costs ►

The PhLAM's Financial Service will provide you an Assignment order without fees (OM sans frais) .

### Enrollement fees : Amount (Please provide the Programme, the webpage specifying the fees and the Payments methods ) ►

## MEANS OF TRANSPORTATION

#### Reminder

- The choice of use of the means of transport is the responsibility of the Lab Director authorizing the assignment.
- The use of the national transport contract (GOELETT) concluded by the CNRS (except for TER) is mandatory.

### Please tick the appropriate box

Public Transportation

Plane

Other ► Shuttle Taxi

Rental Vehicle ( Use GOELETT) Parking Toll

Personal vehicle in the interest of the service - Lab Director's authorization is mandatory  
Parking Toll

Must be attached once a year and in case of change of situation, a copy of the following documents :

- vehicle registration card
- certificate of insurance (guaranteeing unlimited liability for all damage caused by the use of your vehicle for professional purposes
- valid driver's license

### Point of vigilance

Authorization to use the taxi and Personal Vehicle, when justified in the interests of the service, shall be assessed and granted by the Lab Director, in so far as he considers that this means of transportation appears to be the most suitable for travel and is compatible with the budget.

### Reminder

*The travel made by the traveler to go from his personal residence to his place of work does not give rise to any reimbursement (Decree 2006-781 of 3 July 2006, art. 9)*

Method of Pre-booking with GOELETT ► on-line off-line

► In case of off-line request, please provide the quotes sent by GOELETT

## ACCOMODATION

### Reminder

- In France, general case: mandatory use of the national Hosting contract (GOELETT) concluded by the CNRS.
- Please attach the certificate of off-market passage issued by the service provider in case of impossibility on its part to provide the services requested.
- GOELETT does not include accommodation overseas and abroad.

Hotel *If abroad, specify the full address ►*

Other *specify (ex. Airbnb when the accomodation is abroad ) ►*

Method of Pre-booking with GOELETT ► on-line off-line

► In case of off-line request, please provide the quotes created by GOELETT

## Request for Financial Advance

Yes  No

### Reminders

- The deadline for this request is 1 month before departure.
- The request for financial advance is available only when the mission is abroad
- The maximum amount of the advance is 75% of the accommodation's cost
- It is not possible to make a request for a financial advance if you own a corporate card

## ENDORSEMENT OF THE ASSIGNMENT

**Date and Traveler signature ►**

**Date and endorsement of the Supervisor  
(Team leader, thesis supervisor, ...) if applicable ►**

**Date and signature of PhLAM's Lab Director ►**