

AURA TRAVEL REQUEST FORM	No:
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<b>FULL NAME</b>					
<b>FREQ. FLYER TYPE &amp; NUMBER (if applicable) (1)</b>		<b>FREQ. FLYER TYPE &amp; NUMBER (if applicable) (2)</b>			
<b>TRAVELER ID (the Passport or RUT number you'll use)</b>			Indicate "Yes" or "No"		
<i>I understand the <u>visa</u> and <u>passport</u> requirements for this trip and confirm that neither is an impediment to this proposed travel (Note: Before answering, consult HR for advice if you're uncertain and check expiry dates for your passport and of any existing visa for the country you're traveling to)</i>			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO				

Date	Indicate preferred departure time (or flight number, if known)			From	To
	am	pm	red-eye (nightflight)	Flight#	
	am	pm	red-eye (nightflight)	Flight#	
	am	pm	red-eye (nightflight)	Flight#	
	am	pm	red-eye (nightflight)	Flight#	
	am	pm	red-eye (nightflight)	Flight#	
	am	pm	red-eye (nightflight)	Flight#	
	am	pm	red-eye (nightflight)	Flight#	
	am	pm	red-eye (nightflight)	Flight#	
	am	pm	red-eye (nightflight)	Flight#	

Purpose of journey (if meeting/conference, give dates):

<b>Is personal travel involved?</b>	Indicate "Yes" or "No"		If "Yes," give dates and details
	YES	NO	

<b>PROGRAM ACCOUNT TO CHARGE</b>		<b>2nd PROGRAM ACCOUNT (if applic.; give %)</b>	%
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EXPENSE	ESTIMATED COST (US\$)	EXPENSE	ESTIMATED COST (US\$)
Airfare		Taxi	
Hotel (Approx US\$100/day)		Personal Mileage	
Meals (Approx US\$40/day)		Other	
Car Hire (Approx US \$50/day)		Other	
<b>Do you want to request an advance to cover <u>estimated out of pocket expenses</u> ?</b>	<b>Indicate "Yes" or "No"</b>		<b>TOTAL (US\$)</b>
	YES	NO	<b>ADVANCE REQUEST (US\$)</b>

**NOTE:** This form, duly completed and signed by traveler and approver/s, must reach Accounting with 5 calendar days' notice if travelers wish to receive an advance 24 hours (minimum) prior to their travel. In case of doubt, travelers with questions about advances or arrangements for collecting checks must contact Accounting directly. Be prudent. Please don't ask at the last minute.

<b>If receiving an advance, how do you want it paid?</b> (Note: Deposit option <u>not</u> available at Gemini North)	<b>Indicate "Check" or "Deposit"</b>		<b>Chile staff only:</b> Indicate the currency you want your advance in		If you are requesting a bank deposit, please provide your bank details in the line below. A check will be generated, if no details are provided.
	CHECK	DEPOSIT	US\$	CHILEAN PESOS	
<b>Bank</b>		<b>Branch</b>		<b>Account #</b>	

By signing below, I agree to refund the excess of any cash advance over authorized expenditures for my travel within 10 workdays after the completion of my trip.

<b>TRAVELER'S SIGNATURE</b>	<b>DATE</b>	
<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>	
<b>BUDGET MANAGER'S SIGNATURE</b> (if different from Supervisor)	<b>DATE</b>	