Travel and Accommodation Request for QA Appointees

1 Contact Details

Title	
First Name	
Surname	
Address	
Postcode	
Daytime Telephone	
Mobile Telephone	
Email	
National Insurance No.	

2 Event Details

Date	
Type	Systems Approval
Name of Centre / SQA Office	
Address	
Postcode	
Verification Group Number	
Verification Group Name	

3 Travel Request Details

	Outward	Return
Date of Travel		
Departure Time		
Arrival Time		
From		
To		
Mode of Transport		
Railcard Type (if available)		
Railcard Number (if available)		

4 Accommodation Request Details

Date of Arrival	
Number of Nights	
Preferred Hotel Name	
Town / City	
Board Basis	○ B&B ○ DB&B

5 Additional Details / Special Requests

6 Confirmation

Name _____ Date _____

Once this form is complete, please email it to;

- asv@sqa.org.uk (for Approval and Systems Verification related activity)
- qav@sqa.org.uk (for Qualification Verification related activity)

7 Confirmation (For SQA use only)

Cost Centre _____ Account Code _____

Name _____ Date _____

Travel and Accommodation Guidelines

- Rail travel requests will only be completed where the total return journey costs more than £50.00
- Air travel requests are for travelling to centres out with mainland Scotland only
- Air travel requests require the name provided on the original request form to match the requestors passport
- Dinner, Bed and Breakfast (DB&B) board basis includes £20.00 allowance towards evening main meal (not including alcoholic beverages
- All accommodation bookings must be made by SQA. Please refer to Term and Conditions of Appointment for details on allowable expenses
- Bookings will be confirmed to the contact details you provide on the original request form
- Following confirmation, SQA is unable to amend bookings to suit personal preferences. It is therefore important that requirements are noted on the original booking request form
- If travel and accommodation booked is no longer required, please notify SQA, at least 48 hours in advance of departure/check in, in order to cancel the booking
- If you have not received confirmation within 2 weeks of your required date, please contact SQA on the email address you submitted the original request to