

How to book a flight/accommodation

1: ask to the travel agency for an estimate

<http://www.ub.edu/formulariscompres/>

It's mandatory that you complete the online application with your name and surname as they appear in your passport or ID, given that the travel agency will use these details to book your flights/train/accommodation, etc.

1 Dades del sol·licitant (details of the applicant)

El sol·licitant és el mateix passatger – tip that box if you are the traveller

Nom – Name

Pimer cognom – Surname

Segon cognom – second surname, if any

Correu electrònic – your email

Confirm email –

Telèfon de contacte - Contact telephone number

Agència – travel agency (2 options, not a big difference between them)

Dades UB

Departament, unitat o grup d'investigació – write here “Departamento de Filosofía”

Entitat finançadora – choose the option “Universitat de Barcelona”

Serveis que es sol·liciten – choose what you need:

Allotjament (accommodation) / Transport / Altres (others)

When you have complete this part, click on CONTINUAR >

2 - Dades del viatge (travel details)

Només anada - One way (if you need a return trip, don't choose this option)

Origen – From

Destinació – To

Data d'anada – Departure date / Horari de sortida – Departure time

Data de tornada – Return date / Horari de tornada – return time

Mitjà de transport / Avió / Tren - Means of transport / flight /train

Facturar maleta – tick this box if you need to check in a suitcase

Reservar seient – tick this box if you want to book a seat

Altres observacions – Here you can ask for extras, such as an early check-in, aisle seat, paying a part of the travel with your credit card, flight company, your frequent flight number, etc.

If you want to change or fix something in the previous screen, click on <ANTERIOR

When you have completed this part, click on CONTINUAR >

3 Dades de l'allotjament – accommodation details

Data d'entrada / Data de sortida / Localitat de l'allotjament
Check-in / Check-out / City

Doble ús individual(DUI)/ Individual(IND) – single room

Doble d'ús doble(DBL) – double room

Finançament 100% a càrrec del MINECO o equivalent – tick this box if it's funded by a Project or Juan de la Cierva Grant

Règim preferent: Allotjament i desdèjuni / Només allotjament
room and breakfast / Room only

Nom d'hotel(s) i/o preferències d'emplaçament. Observacions
here you can write the name of the hotel, area, etc.

If you want to change or fix something in the previous screen, click on <ANTERIOR

When you have completed this part, click on CONTINUAR >

4 Dades dels passatgers – passengers details

Nom / Cognom / Segon cognom / DNI, NIE o passaport
Name / surname /second surname/ ID or Passport

If you want to change or fix something in the previous screen, click on <ANTERIOR

Click on “Previsualitza” to check all the information.

At the top of the page you’ll see 2 options:

<ANTERIOR – Click here if you want to change or fix something in the previous screen

ENVIA – send if all is okay

- 2:** The online application will send you an email confirming that your request has been sent to the travel agency. Some hours later, the travel agency will send you an email with the budget.
- 3:** Meanwhile, you should complete the travel form (download it here: <http://www.ub.edu/compres/viatges/documents/SVAG.docx>).
- 4:** After that, you have to send an email to this address (oficinarecerca.fgh@ub.edu), forwarding them the budget, the travel form, and the link to the program or your invitation letter.
- 4:** Finally, the “Oficina de Recerca” (oficinarecerca.fgh@ub.edu) will send you an email in order to approve the expense, and after that the travel agency will send you your hotel voucher and/or flight tickets.