

**Flight Authorisation Form**

Your Gates Cambridge Scholarship includes the offer of a flight to the UK at the start of your course and a flight home at the end of your studies.

**For new, incoming scholars:**

Please complete this form in full after you have submitted your visa application (if required) and email it to the Programme Team - [events@gatescambridge.org](mailto:events@gatescambridge.org) to authorise your flight itinerary option.

**For completing scholars:**

Once you have completed your course (or are close to completing your time in Cambridge), please email this form to the Programme Team – [events@gatescambridge.org](mailto:events@gatescambridge.org) so that we can authorise your flight home. The Trust expects you to plan and apply for your flight home close to the time that your scholarship ends and where possible, to avoid peak season travel times such as December, Christmas holidays. If you choose to travel during peak season, you may be asked to contribute the difference between a standard airfare and the peak time inflated price.

**Please note:**

• MPhil and Masters students on courses of 9 & 10 months – please book a return ticket as you will be returning to your home within twelve months.

• PhD students and 11 & 12 month MPhil students – a single ticket can be booked at the start and another at the end of your course. If a return ticket is cheaper than a single, you may book a return and you will have an additional flight at your disposal.

• If changes/amendments need to be made to your travel itinerary after your ticket has been booked, you will be responsible for any additional charges incurred. If there are exceptional circumstances that require you to change your travel plans, please email [events@gatescambridge.org](mailto:events@gatescambridge.org) to explain.

• The Trust does not provide travel insurance or insurance for you and your personal belongings. We strongly advise that you take out a suitable insurance policy once your travel is booked in case of any unexpected travel delays or loss of your personal possessions.

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| **Scholar Details** | |
| First Name: | Last Name: |
| Home location (City and Country): | |
| Email address: | Phone number: |

**Course Details**

|  |  |
| --- | --- |
| USN number: | Start date of course: (DD/MM/YYYY)  End date of course: (DD/MM/YYYY) |
| Degree course & Subject: | |

**Travel Details**

Please provide three quotes for your journey. You should endeavor to find the best value options, which may require a short stopover or the use of low cost airlines. Travel quote 1 should be your preferred option to book.

**Travel quote 1 – Your preferred travel option**

|  |  |
| --- | --- |
| Date: (DD/MM/YYYY) | Airline(s): |
| **Leg 1**  From: | To: |
| **Leg 2 (if required)**  From: | To: |
| Is one checked bag included in ticket price?  Yes / No | **Total ticket cost (including one checked bag):** |

Please provide a further two travel quotes for comparison. These should be on an alternative day *or* with an alternative airline *or* using an alternative airport to evidence the typical journey cost.

Travel quote 2 – for comparison

|  |  |
| --- | --- |
| Date: (DD/MM/YYYY) | Airline(s): |
| Leg 1  From: | To: |
| Leg 2 (if required)  From: | To: |
| Is one checked bag included in ticket price?  Yes / No | **Total ticket cost (including one checked bag):** |

Travel quote 3 – for comparison

|  |  |
| --- | --- |
| Date: (DD/MM/YYYY) | Airline(s): |
| Leg 1  From: | To: |
| Leg 2 (if required)  From: | To: |
| Is one checked bag included in ticket price?  Yes / No | **Total ticket cost (including one checked bag):** |

If your preferred travel option (Travel quote 1) is not the cheapest quote, please state your reason(s) for requesting this choice.

Where possible the Trust will work with you to accommodate your preferred travel option. However, if your preferred option is more expensive and this cannot be justified under our charity spending rules (for example, you have a preferred airline because of loyalty points), then the Trust will ask you to contribute the difference in cost between the cheapest journey option and your preferred option.

I confirm that the information I have provided in this form is true and accurate to the best of my knowledge.

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| **Scholar signature:** | **Date:** |