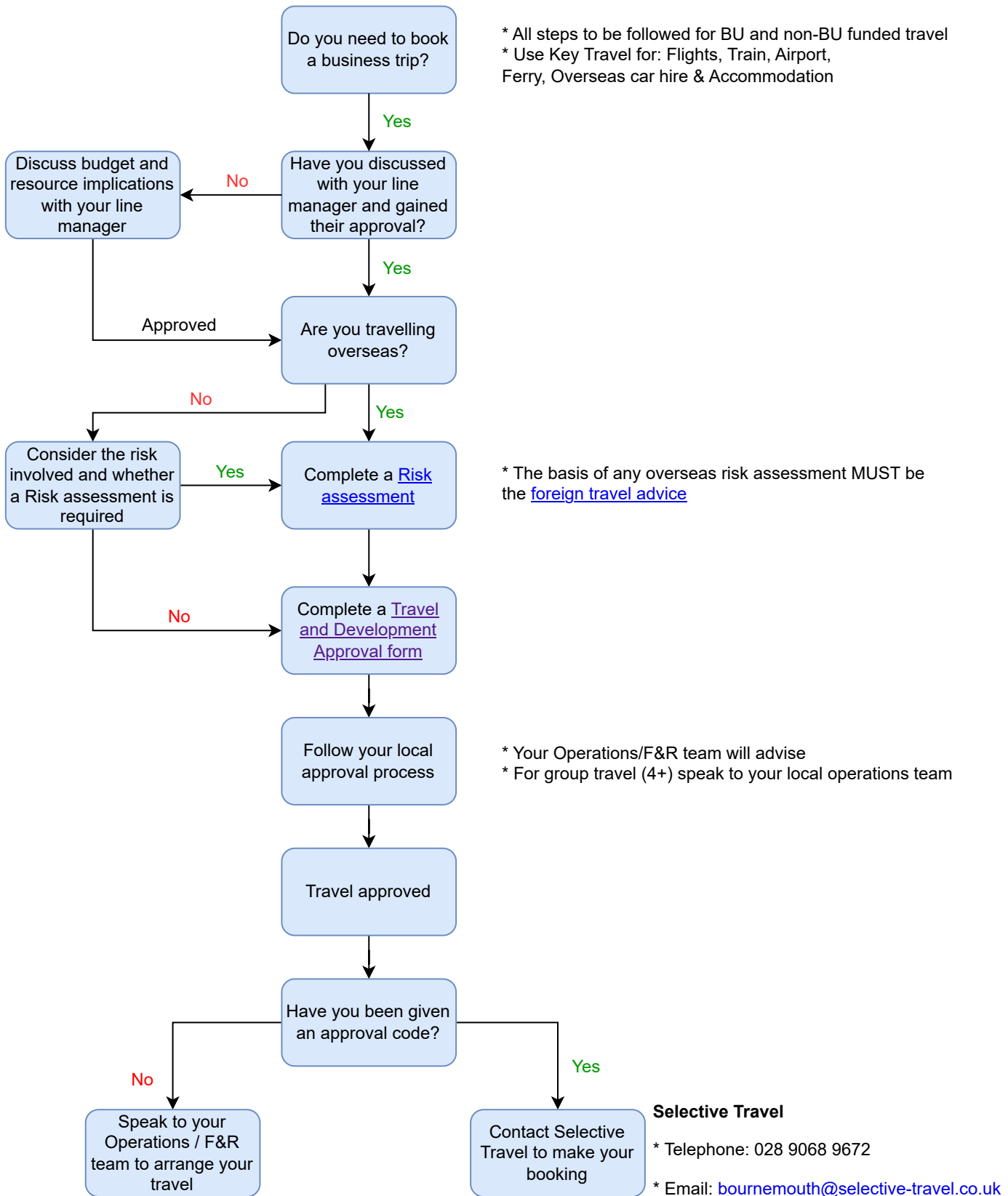


## STAFF TRAVEL GUIDE

PLEASE REFER TO THE ADMINISTRATION TEAM IN YOUR FACULTY/PROFESSIONAL SERVICE FOR ANY DETAILED LOCAL ARRANGEMENTS AND BU'S [BUSINESS TRAVEL POLICY](#) FOR GUIDANCE BEFORE YOU PLAN YOUR TRAVEL



\* Once your travel has been completed consider the importance of visit reports to ensure BU receives the best value from travel.