

**PATT-TRAVEL AND SUBSISTENCE REQUEST FORM**

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1. PATT/Other reference
2. Telescope to be visited:

Telescope Date: from Date: to

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| --- | --- | --- |
|  |  |  |
|  |  |  |

1. Observer (If different to the Principal Investigator):

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| --- | --- | --- |
|  |  |  |
|  |  |  |

1. Nights at telescope site: Nights elsewhere:

Number Date: from\* Date: to\* Number Date: from\* Date: to\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*inclusive

1. Funds requested:

Travel £ Site £ Elsewhere £ Total £

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  | Grand Total £ |  |

1. Case for increased travel costs:

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1. Case for Support – Explanation of anticipated observing run:

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**Guidelines for completion of PATT Travel form**

**Section 1 - PATT/Other reference**

Please state full PATT or other reference number.

**Section 2 - Telescope to be visited**

Please identify the telescope being visited. Where two observing runs have been awarded at either the same or adjacent telescopes in a close time span and you intend to complete both observations in the one journey please give full details of the second award.

**Section 3 – Observer**

The STFC can normally only provide funding for persons who are employed within an eligible UK Higher Education Institution. Usually only one experienced observer (defined as any individual, including students (if a bona fide observer and not observing for the purposes of their PhD project), who has used the telescope on two or more occasions) will be funded for common user instruments.

**Section 4 - Nights at telescope site**

Please state how many nights' subsistence you will require in total, at the telescope site and any additional nights required elsewhere, with dates. The normal number of nights at each location is as set out below. Full justification must be given for any additional nights required at Section 6. Lodge accommodation is available and should be used whenever possible.

**WHT, INT**

* 1 night each way to transfer Tenerife to La Palma and return.
* 2 nights total in La Palma for time in transit, discussions and transfer of data.
* Lodge accommodation for observing run as specified in Section 2.

**Section 5 - Funds requested**

Guideline travel and subsistence costs can be found on the PATT Approved Telescope List

**Section 6 - Case for increased travel costs**

Justification must be provided for costs that exceed the guideline. e.g. airfare exceeding guideline due to the time of year.

**Section 7 – Case for support**

Please provide full details of proposed observing