

## APPLICATION FOR TO AUTHORIZE A MISSION

to submit to the secretariat **AT LEAST TWO WEEKS BEFORE THE BEGINNING OF THE MISSION**

Date :

Payer if other than laboratory AGM :

- OM with no expenses  
 OM with daily package  
 OM with real expenses

### MISSIONARY

NAME :

First name :

**If this is a guest:**

Name of staff inviting UCP :

**FOR FIRST MISSION (EVEN WITHOUT PAY), REVERSE MUST BE COMPLETED**

### DETAILS OF THE MISSION

#### ***Etape 1 :***

To :

Time departure :

To :

Time arrival :

City of mission :

State :

Motive :

#### ***Etape 2 :***

To :

Time departure :

To :

Time arrival :

City of mission :

State :

Motive :

Transportation considered and cost estimates :

- Train  
 Plane  
 RER, bus, tram ...  
 Boat

Taxi

Justify :

Personal vehicle

**To request a reservation of train tickets or plane by the UCP, thank you for sending your request by mail to the Director with the details of the route requested.**

Accommodation and cost estimation:

- Hotel paid by l'UCP  
 Hotel paid by missionary  
 Supported by another institution or missionary  
 Free

**Request for Advance :**

If yes, MANDATORY, estimate the total cost of the mission:

**Other request / comment:**

Signature of Agent :

Signature of Director :

## CREATION OF AN AGENT ACCOUNT FORM

Madame                       Mademoiselle                       Monsieur

Nom (name)

Prénom (first name)

Date de naissance (date of birth)

City of birth :

Nationalité (Nationality)

N° Sécurité Sociale (15 chiffres)

Adresse administrative  
(Office address)

Adresse familiale  
(Personal address)

### AFFECTATION

Assignment of staff

Hors UCP

UCP

Type of missionary

External

Researcher

IATOS

Teacher

Trainee

Student

### Use of Personal Vehicle

Documents to include

Signed request to use personal vehicle for official purposes  
Copy of registration certificate  
Copy of the insurance policy

**Merci de bien vouloir joindre un RIB pour toute demande**  
**If the agent have no bank account in France :**

Name of the bank :

Adress of the bank :

IBAN (handwriting : mark the difference between O and 0(zero)) :

BIC :

SWIFT :

**For countries where international bank transfers are complicated, a cash payment can be done at "Agence Comptable": meet the secretary**

Date :

Signature :

Name of secretary :

Phone :