

# How to book travel with the University of East London

## As an External Traveller



Download & complete the 'External Traveller Request form', specifying your preferred travel itinerary (which trains/planes) if possible. You can find the form [here](#).

Submit this by email to the School/Service that has invited you or that you will be examining on behalf of. The email address will be the email address of your first UEL point of contact.

For External Examiners attending boards or inductions you can send the forms to:

**Architecture, Computing & Engineering** – [ACEtravel@uel.ac.uk](mailto:ACEtravel@uel.ac.uk)

**Arts & Digital Industries** – [ADltravel@uel.ac.uk](mailto:ADltravel@uel.ac.uk)

**Cass School of Education** – [Casstravel@uel.ac.uk](mailto:Casstravel@uel.ac.uk)

**Health Sport & Bioscience** – [HSBdean@uel.ac.uk](mailto:HSBdean@uel.ac.uk)

**Royal Docks School of Business & Law** – [RDSBLtravel@uel.ac.uk](mailto:RDSBLtravel@uel.ac.uk)

**School of Psychology** – [psychologytravel@uel.ac.uk](mailto:psychologytravel@uel.ac.uk)

Your Designated Booker will coordinate and book your travel for you and be in touch with you if they have any questions.

You will receive confirmations directly and can collect tickets/check in at your convenience. In the event of a hotel being booked, confirmation will be sent to you and the hotel will be booked under your name.

Download directions to the campus you will be attending or any expense claims forms you may require via the UEL Travel Portal at:

<https://portal.ianallantravel.com/uel/travelling-to-uel/>