Appointee Travel and Accommodation request

Frequently Asked Questions

The following questions may help you in completing your travel and accommodation request (TARE) form. If you have any other questions relating to this process or need to make amendments to your booking, please contact the team you are carrying out procedures for or the Events Management team (events.tare@sqa.org.uk) on 0131 444 6664.

Q. What if my event is less than 21 days away?

A. We know that some Appointees may not be able to meet the desired 21 days in advance of the event or visit. In these cases we will still process your request however your accommodation options may be limited.

Q. My journey is under two hours, but I need to discuss this as I have specific needs who should I contact?

A. Please contact the team looking after your procedures for further information on submitting your request.

Q. I only want to submit a travel OR accommodation request and can't see all the information on the form in order to submit. How do I move forward through the form?

A. We need you to answer all the questions in order for us to process your request as efficiently as possible. Therefore please ensure all questions have been answered which will then enable you to move through the form and submit it to the relevant team.

Q. I usually put all of my requests on one form and the new form only has space for one request. How do I submit a request for more than one procedure?

A. The new process we are using for your travel and accommodation requests requires each meeting, event and/or procedure to be made on a separate form. This gives us better visibility and tracking of your request as it goes through the booking process which in turn will enable us to provide a more efficient service for you. Please use a separate form for each request.

Q. I need to make amendments to my booking. Should I contact the travel provider?

A. Please contact the team who processed your booking, they will liaise with Corporate Travel Management.