|  |  |  |  |
| --- | --- | --- | --- |
| **Travel Request Form : Inside UAE** | | | |
| **Name of Traveller:** |  | **Employee No** |  |
| **Reason for Travel:** |  | | |
| **Cost Centre:** |  | | |
| **Details of travel:** | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Destination / Location** | | |  |  |  |  |
| **From** | **To** | | **Departure Date** | **Approx Departure Time** | **Return Date** | **Approx Return Time** |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
| **Vehicle request:** | | | | | | |
| **Total Number of Pax** | **Date**  **Required** | **Time**  **Required** | **Driver required**  **(only for employees without UAE license)** | | **Notes** | |
|  | |
|  |  |  |  | |
|  |  |  |  | |
| **Transit Room/Hotel request:** | | | | | | |
| **Date/time of arrival at destination** | **Date/time of departure from requested location** | | **Number of days** | **Per Diem**  **Per Day** | **Per Diem Total** | |
|  |  | |  |  |  | |

|  |  |
| --- | --- |
| **Approval (Department Manager) in accordance with the Travel Policy:** | |
| **…………………………………………………….**  **Name:**  **Emp No.:**  **Position:** | **Approved / Not Approved**  **Date:………………………………….** |
| **Approval (CAO) in accordance with the Travel Policy:** | |
| **…………………………………………………….**  **Name:**  **Emp No.:**  **Position:** | **Approved / Not Approved**  **Date:………………………………….** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Administration:** | | | |
| Vehicle arranged: | *Initials:* | *Date:* | *Notes:* |
| Driver arranged (where required): |  |  |
|  | | | |
| **Facilities Coordinator/Travel Clerk (as required):** | | | |
| Transit Room arranged | *Initials:* | *Date:* | *Notes:* |
| Hotel arranged: | *Initials:* | *Date:* |

**File: Approved form: Original to Administration**

COP203

Version 2

EEO and Sexual Harassment

August 2013

**Duplicate Facilities Coordinator/Travel Clerk (as required)**