



ABI TRAVEL BOOKING FORM

Complete and send to uoa@apx.co.nz and 'cc' bioeng-travel-admin@list.bioeng.auckland.ac.nz


Date today			
Name of Traveller (as shown on passport)	Title	First Name(s)	Last Name

 FLIGHTS					
LUGGAGE		carry on only:	OR	checked in:	
Flight Date	From	To	Purpose of travel to each* destination *(required) ie. Conf or mtg name & dates, personal	Depart time (approx)	Arrive time (approx)


CHECK THIS BOX IF THIS TRIP INCLUDES ANY PERSONAL TRAVEL – you are required to obtain a comparative quote for work-related dates and destinations ie. arrival one day prior and departure one day post conf/mtg. Traveller to personally cover any cost increase for leisure travel. Request payment details from APX.

 ACCOMMODATION					
ROOM TYPE		single:	twin:	double:	triple:
City/Town	*Preferred Hotel (if known)	Date In	Date Out	Notes	

*If conference accommodation is supplied via conference registration at a discounted group rate, please contact Tamara at bioeng-travel-admin@list.bioeng.auckland.ac.nz to book/pay for this with the ABI credit card. Proof of discount rate must be provided.

 RENTAL CAR				
CAR TYPE		compact:	medium:	large/van:
Pick up location	date	Drop off location	date	

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Approval for funding **MUST** be completed below before sending this form to either
STC (UoA funding) or UniServices (HoD/project funding)

UoA FUNDING APPROVAL (RO Grants, FRDF, PBRF, PReSS etc)			
Grant Name	Cost centre	Project number	Product code (if appl)
Comments: (ie. split funding details)			
Name of Grant holder/Supervisor: (print)		Signature of Grant Holder/ Supervisor: (or attach email approval)	Date:

OR

UNISERVICES FUNDING APPROVAL (Projects and HoD Accounts)		
Project/HoD Account Name	Project/HoD Account number	
Name of Grant holder/supervisor: (print)	Signature of Project Holder / HoD One-over-One: (or attach email approval)	Date:

- Staff: remember to apply for conference leave online via [Peoplesoft HR](#)
- Check the [UOA Travel Insurance Guidelines](#) to ensure you have cover in place for your entire journey.