

## TRAVEL ORDER



Lastname:

Date requested :

Firstname:

Base :

Contact no. :

Department:

**TICKETS : NON-REFUNDABLE  
CHANGING DATE : FONG 092 2234392**

Reason for travel:

**DEPART ROUTING**

Departure date	FROM	TO	Airline / Flight	Time	FREQUENT FLYER NUMBER

REQUEST TRANSPORTATION: YES NO SEAT REQUEST: AISLE WINDOW EMERGENCY EXIT  
Date of Birth: Requirements /  
Special request

**RETURN ROUTING**

Departure date	FROM	TO	Airline / Flight	Time	FREQUENT FLYER NUMBER

REQUEST TRANSPORTATION: YES NO SEAT REQUEST: AISLE WINDOW EMERGENCY EXIT  
Date of Birth: Requirements /  
Special request

**HOTEL LISTS**

Novotel Suvarnabhumi	Miracle Grand	Radisson
Chaophya Park	Rama Garden	Citadine Soi
Other		

**OFFICE USE ONLY**

AUTHORIZER / AIMS	Flight Booking Coordinator
AIMS ADMIN: Checked and Verified	*** The ticket will be booked but will not be issued UNTIL approved ***
MANAGER APPROVAL: _____	<b>TICKET COST:</b>
DIRECTOR APPROVAL: _____	<b>TICKET BOOKED:</b> YES NO
MD/DMD APPROVAL: _____	<b>TICKET ISSUED:</b> YES NO
	<b>DATE:</b>

**ATTENTION TOURING CREWS:**

For emailing as attachment entries cannot be saved unless using "Adobe Acrobat Pro". If using "Adobe Reader" you will have to "Print" it while file is open.  
In both cases copies go to [Kamonnate\\_h@tasl.co.th](mailto:Kamonnate_h@tasl.co.th); [nakhon-bm@tasl.co.th](mailto:nakhon-bm@tasl.co.th); [sunapha\\_p@tasl.co.th](mailto:sunapha_p@tasl.co.th) for NAKHON SI THAMMARAT BASE  
and go to [Kamonnate\\_h@tasl.co.th](mailto:Kamonnate_h@tasl.co.th); [sunapha\\_p@tasl.co.th](mailto:sunapha_p@tasl.co.th); [utapao-bm@tasl.co.th](mailto:utapao-bm@tasl.co.th) for U-TAPAO BASE

Submitter: Email to AIMS administrator at <a href="mailto:Kamonnate_h@tasl.co.th">Kamonnate_h@tasl.co.th</a> AIMS: Check for accuracy and check the box above then send to appropriate BM AUTHORIZER: Digitally signed this form then forward to Flight Booking Coordinator at <a href="mailto:sunapha_p@tasl.co.th">sunapha_p@tasl.co.th</a>	Flight Booking Coordinator: <ul style="list-style-type: none"> <li>• TAS for domestic trip only needs BM or Managers approval.</li> <li>• TAS for international trip needs Director or/and DMD or/and MD approval before issuing ticket.</li> </ul>
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