

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
<u>Date of Birth:</u>	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
<u>Date of Birth:</u>	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 MANAGER APPROVAL: _____ DIRECTOR APPROVAL: _____ MD/DMD APPROVAL: _____	*** The ticket will be booked but will not be issued UNTIL approved *** TICKET COST: TICKET BOOKED: YES NO TICKET ISSUED: YES NO DATE:

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 ; nakhon-bm@tasl.co.th ; sunapha_p@tasl.co.th for NAKHON SI THAMMARAT BASE and go to Kamonnate_h@tasl.co.th ; sunapha_p@tasl.co.th ; utapao-bm@tasl.co.th for U-TAPAO BASE	
Submitter: Email to AIMS administrator at Kamonnate_h@tasl.co.th 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 sunapha_p@tasl.co.th	Flight Booking Coordinator: <ul style="list-style-type: none"> TAS for domestic trip only needs BM or Managers approval. TAS for international trip needs Director or/and DMD or/and MD approval before issuing ticket.