

## Request Site Or Business Travel

This form is to be used to request travel, accommodation and car hire to RTIO sites and other Australian locations.

### Request Details

*Company	*Department	*Cost Centre

### Traveller Details

*Traveller	*SAP #	*Email	*Mobile	Velocity FF#	Qantas FF#	*Leader

### Flight Request

Flight #	*Origin	*Destination	*Departure date	*Departure time

### Bus Request

*Origin	*Destination	*Departure date	*Departure time

### Hire Car Request

*Pickup location	*Pickup date	*Pickup time	*Return location	*Return date	*Return time	*Car type

### Site Entry / Accommodation Request

*Site	*Village	*Arrival date	*Departure date	*Site contact	*Shift type*	*PDA**	Cost centre

\*Shift type abbreviations: DS = Dayshift, NS = Nightshift

\*\*PDA's are required for stays greater than 14 days and/or 10 people

### Comments

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### Disclaimer

- \* I acknowledge the cheapest available flight within 30 mins of the requested departure time will be selected at the time of booking.
- \* I have organised all relevant site access for this trip.
- \* My leader has approved this trip. (Note: All non "regular commute" travel requires relevant leader approval.)

By checking this box I confirm that I understand and have actioned the required approvals listed above prior to submitting this request.