Rio Tinto

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

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.