

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 |
|----------|-------------|--------------|
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Traveller Details

| *Traveller | *SAP # | *Email | *Mobile | Velocity FF# | Qantas FF# | *Leader |
|------------|--------|--------|---------|--------------|------------|---------|
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Flight Request

| Flight # | *Origin | *Destination | *Departure date | *Departure time |
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Bus Request

| *Origin | *Destination | *Departure date | *Departure time |
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Hire Car Request

| *Pickup location | *Pickup date | *Pickup time | *Return location | *Return date | *Return time | *Car type |
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Site Entry / Accommodation Request

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