

INTERNATIONAL TRAVEL REQUEST BOOKING FORM

Departmental Travel Unit's contact details	Phone: (02) 6141 2547 / 2541 / 3182 Fax: (02) 6141 3563 Email: ostravel@ag.gov.au
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***PLEASE NOTE THE INFORMATION CONTAINED IN THIS FORM IS PROVIDED TO
THE SECRETARY IN A FORTNIGHTLY REPORT***

PASSENGER INFORMATION – All fields with a * <u>MUST</u> be completed	
Title	* S47F(1)
Full name (as per passport)	* S47F(1)
Telephone contact numbers Business hours phone:	* S47F(1)
Home phone:	
Mobile:	* S47F(1)
SES or Non-SES	*Non SES
Qantas Frequent Flyer or Club membership number	
Other airline frequent flyer membership number	
QBT Profile number	*ILHRD - 3573870
Division	*International Law and Human Rights Division
Cost centre to which trip is to be charged (if ADMN cost centre provide GL code for TA/fares) <i>See your Business Manager if unsure</i>	*15020003
Internal Order Number (if applicable)	
Business area number - See your Business Manager if unsure	*1400
Purpose of travel <i>For The Secretary's report</i>	*Trans Pacific Partnership Negotiations (15th round)
Is this necessary travel? If so, WHY? <i>For The Secretary's report</i>	*The Australian delegation requires input from the Office of International Law at the negotiations.
Is more than one traveller undertaking this trip? If so, explain why this is necessary. <i>For The Secretary's report</i>	No
Does traveller have an AGD Corporate Visa Card?	*Yes
Is the traveller set up as a vendor on SAP?	*Select one If no, please complete Vendor Creation Form and send to accounts.maintenance@ag.gov.au

Are DTU required to book the accommodation?

If yes, please provide requirements (eg. Name of hotel, location)

DTU has booked accommodation at Crowne Place, Auckland.

Will any official meals be provided to the traveller? (eg. Breakfast in room rate, official lunches or dinners) Not including those on flight.

If yes, please provide details below

Depends on the hotel. Lunch is usually provided by host.

Additional information / special requirements / meal preference/ additional booking requirements:

None.

ITINERARY – please enter estimated required departure or arrival time if exact times aren't known:

Please select whether this form is to be used for a booking or for a quote:

Request for booking

Quote for travel

<i>*Date of travel</i>	<i>*From</i>	<i>*To</i>	<i>Departure time</i>	<i>Arrival time</i>	<i>Other information</i>
2 December 2012	Canberra	Auckland			Can fly in earlier (but not later) if a better fare is available
13 December 2012	Auckland	Canberra			Can fly out later (but not earlier) if a better fare is available

Are the times shown above flexible in order to obtain lowest logical airfare? YES NO

What class will the international airfares be? Business Economy