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

PLEASE NOTE THE INFORMATION CONTAINED IN THIS FORM IS PROVIDED TO THE SECRETARY IN A FORTNIGHTLY REPORT

PASSENGER INFORMATION – Al	**S47F(1)		
Title			
Full name (as per passport)	* S47F(1)		
Telephone contact numbers Business hours phon			
Home phon			
Mobil	* S47F(1)		
SES or Non-SES	*Non SES		
Qantas Frequent Flyer or Club membership number	er		
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) See your Business Manager if unsure	*15020003		
Internal Order Number (if applicable)			
Business area number - See your Business Manager in unsure	* 1400		
Purpose of travel			
For The Secretary's report	*Trans Pacific Partnership Negotiations (15th round)		
Is this necessary travel? If so, WHY?			
For The Secretary's report	*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.			
For The Secretary's report	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 <u>Vendor</u> <u>Creation Form</u> and send to <u>accounts.maintenance@ag.gov.au</u>		

If yes, pleas	equired to book e provide requ oked accommo	irements (eg.	Name of hotel		
-	icial meals be provided including the second	-	ne traveller? (e	g. Breakfast in	room rate, official lunches
If yes, pleas	e provide detain the hotel. Lunc	ils below	ovided by host.		
Additional i requiremen None.		pecial require	ements / meal p	oreference/ addi	tional booking
	_		-	ure or arrival ting	me if exact times aren't knov
Requ	uest for booking	5		Quote for trav	vel
*Date of travel	*From	*To	Departure time	Arrival time	Other information
2 Decembe r 2012	Canberra	Auckland			Can fly in earlier (but not later) if a better fare is available
13 Decembe r 2012	Auckland	Canberr a			Can fly out later (but not earlier) if a better fare is available
Are the time	es shown above	flexible in ord	ler to obtain low	vest logical airfar	re? YES \(\sum \) NO \(\sum \)
	will the internat			Economy	