

Travel Form

Please note:

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

Travel Requisition No:

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

TRAVELLER'S DETAILS							
Name: Robert Schmidli				Classification: Snr Staff Specialist			
Group: Medicine				Unit: Endocrinology			
Work phone: 6282 9962	Fax: 6282 4117	Mobile: 0413 614 456		Home Phone: 6286 7559			
Home address:				Corporate Frequent Flyer Number: Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: ESA Clinical and Scientific meetings							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	10/11/22	09.10	C/church	10/11/22	19.55	Econ	NZ 095/104/565
C/church	20/11/11	10.00	Canberra	20/11/22	17.00	Econ/prem	NZ 850/105/362
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If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle:							
ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.							
	Domestic			International			
Director-General	4.5 star*	Economy Class under 4 hours,		4.5 star*	Business Class		
Executives	4 star*	over 4 hours Business Class		4 star*			
Non Executives	3 star*	Economy Class		3.5 star*	Economy Class		

TRAVELLER'S DETAILS

If you intend to seek approval to vary from accommodation standards, please give reasons:

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
10/11/22	16/11/22	Break Free on Cashel	3	165 Cashel Street, Christchurch, NZ	+64 3 360 1064
16/11/22	20/11/22	Own arrangements			
/ /	/ /				

Details of any leave or non-official travel which you intend taking directly before or after your official travel

From: 16/11/22 To: 20/11/22 Contact details: +61 413 614 456

Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

Advance: \$	BSB No:	Account No:

Signature of traveller



Date 30/9/22

Supported - funds are available and travel is recommended

Signature of supervisor

Date / /

Approval of travel

Signature of delegate

Pos No.

Classification

Date / /

Signature of Director-General/Minister (**for overseas travel only**)

Date / /

BOOKING REFERENCE:**TRAVEL COSTS:****COST CODES:****Advance and cabcharges acquitted** (finance officer)

Advance and cabcharges reconciled

Signature of finance officer