TRAVEL BOOKING FORM

All sections of this form must be completed for a booking to be made. Incomplete forms will be sent back delaying availability searches & booking.

|  |  |
| --- | --- |
|  | Send completed forms to [north.gov.scot@travelctm.com](mailto:north.gov.scot@travelctm.com) |

# PASSENGER INFORMATION

Names provided MUST match Passport exactly. Name changes are not permitted unless stated by the airline.

| Surname |  |
| --- | --- |
| First name(s) |  |
| Title |  |
| Date of Birth |  |

# BOOKING INFORMATION

| Booker’s Name |  |
| --- | --- |
| Booker’s Email Address |  |
| Passenger’s Mobile Number |  |
| Passenger’s Email Address |  |

# COST CENTRE INFORMATION - the following information is mandatory

| Cost Centre | Cost Centre Codes can be found here  [Business Travel | StaffNet | The University of Aberdeen (abdn.ac.uk)](https://www.abdn.ac.uk/staffnet/working-here/travel-benefits/corporate-travel.php) |
| --- | --- |
| Account Code – Delete as appropriate | 4402 Air Travel  4403 Rail Travel  4501 Accommodation and Hotels |
| Commodity Code – Delete as appropriate | TB Air Travel  TF Rail Travel  TA Accommodation and Hotels |
| Sub Project Code | This is your budget code and you should know this before booking |
| Reason for Travel |  |
| Has your journey been authorised? | Yes/No |

# PASSPORT INFORMATION - \* required for all long-haul flights

| \*Passport number |  |
| --- | --- |
| \*Expiry date |  |
| \*Country of issue |  |
| \*Nationality |  |

# COMPLEX FLIGHT

|  | Date | Departure Airport | Destination Airport | Depart Time | Arrival Time | Airline/  Flight No. | Class of Travel |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |

# ADDITIONAL INFORMATION

*e.g. Vegetarian Meal Required, 1 Hold Bag*

# OFFLINE ACCOMODATION

|  | Check in date | Number of nights | Preferred Hotel |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

# EUROSTAR / EUROPEAN RAIL / SLEEPER BOOKING

# PLEASE SPECIFY TYPE & TRAIN No. IF KNOWN;

Sleeper tickets will be booked in solo-berth standard cabins unless first class is approved by your countersigner/line manager

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | From | To | Departure Time | Arrival Time | Class of Travel |
|  |  |  |  |  |  |
| Date | From | To | Departure Time | Arrival Time | Class of Travel |
|  |  |  |  |  |  |

Unless otherwise requested, tickets booked will be sent via an e-Ticket or with a station collection reference and will be non-refundable and non-amendable.

To comply with your travel policy all tickets will be issued at the cheapest available at the time of booking. Once confirmed/ticketed they are subject to the operator’s strict terms and penalties.

# SCOTRAIL FLEXIPASS (50 JOURNEYS - STANDARD)

# FLEXIPASS DELIVERY ADDRESS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | From | To | Departure Time | Arrival Time | Class of Travel |
|  |  |  | N/A | N/A | STANDARD |

# AIRPORT PARKING

|  | Entry  Date & Time | Exit  Date & Time | Airport | Outbound flight number | Car Registration, Make & Model |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

# ANY ADDITIONAL COMMENTS / REQUESTS (INCLUDING COACHES AND BUS/COACH HIRE)