

Once completed, this form is to be emailed to [travel@scu.edu.au](mailto:travel@scu.edu.au)  
 Please ensure a copy of the traveller's passport is included with all international travel requests

**Traveller's details [Exactly as they appear on Passport or relevant identification]**

FIRST NAME	MIDDLE NAME	FAMILY/LAST NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>
TITLE	GENDER	
<input type="text"/>	<input type="text"/>	
EMAIL	MOBILE	
<input type="text"/>	<input type="text"/>	

**Financial details (all travel costs will be charged back to the work unit listed below)**

WORK UNIT	GL CODE	PROJECT CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Trip purpose**

<input type="checkbox"/> CONFERENCE	<input type="checkbox"/> CONSULTANCY	<input type="checkbox"/> MARKETING/BUS DEV	<input type="checkbox"/> MEETINGS	<input type="checkbox"/> PERSONAL DEVELOPMENT
<input type="checkbox"/> PRESENT PAPER	<input type="checkbox"/> RESEARCH	<input type="checkbox"/> TEACHING	<input type="checkbox"/> TRAINING	<input type="checkbox"/> OTHER

DETAILS:

**Services Required**

<input type="checkbox"/> FLIGHTS	<input type="checkbox"/> ACCOMMODATION	<input type="checkbox"/> CAR HIRE	<input type="checkbox"/> OTHER TRANSPORT	<input type="checkbox"/> VISA
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**FLIGHTS**

FROM [AIRPORT]	<input type="text"/>	TO [AIRPORT]	<input type="text"/>
DATE/TIME	<input type="text"/>	FLIGHT #	<input type="text"/>
FROM [AIRPORT]	<input type="text"/>	TO [AIRPORT]	<input type="text"/>
DATE/TIME	<input type="text"/>	FLIGHT #	<input type="text"/>
FROM [AIRPORT]	<input type="text"/>	TO [AIRPORT]	<input type="text"/>
DATE/TIME	<input type="text"/>	FLIGHT #	<input type="text"/>
FROM [AIRPORT]	<input type="text"/>	TO [AIRPORT]	<input type="text"/>
DATE/TIME	<input type="text"/>	FLIGHT #	<input type="text"/>

<input type="checkbox"/> CHECKED BAGGAGE	<input type="checkbox"/> NUMBER OF BAGS	<input type="checkbox"/> FLEXIBLE FARE REQUIRED	<input type="checkbox"/> SEATING PREFERENCE	<input type="checkbox"/> WINDOW	<input type="checkbox"/> AISLE
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FREQUENT FLYER (NUMBER & AIRLINE)	<input type="text"/>	MEAL REQUESTS	<input type="text"/>
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## ACCOMMODATION

<input type="checkbox"/> HOTEL	<input type="checkbox"/> APARTMENT	<input type="checkbox"/> AIR BNB	<input type="checkbox"/> AIRPORT	<input type="checkbox"/> CBD	<input type="checkbox"/> OTHER
PREFERRED HOTEL/LOCATION					
CHECK IN:		CHECK OUT:			
PREFERRED HOTEL/LOCATION					
CHECK IN:		CHECK OUT:			
PREFERRED HOTEL/LOCATION					
CHECK IN:		CHECK OUT:			
SPECIAL REQUESTS					

## CAR HIRE

PICK UP LOCATION			RETURN LOCATION		
DATE	TIME		DATE	TIME	
SPECIAL REQUESTS					
PICK UP LOCATION			RETURN LOCATION		
DATE	TIME		DATE	TIME	
SPECIAL REQUESTS					

## OTHER TRANSPORT

<input type="checkbox"/> RAIL	<input type="checkbox"/> SHUTTLE/BUS	
DETAILS		

### HEAD OF WORK UNIT APPROVAL [REQUIRED FOR ALL DOMESTIC AND INTERNATIONAL TRAVEL]

NAME	DATE	SIGNATURE

### EXECUTIVE APPROVAL [REQUIRED FOR ALL INTERNATIONAL TRAVEL]

NAME	DATE	SIGNATURE

- All quotes are an estimate only and subject to change until time of booking.
- All travel booked by Travel Services will be registered with International SOS (ISOS)
- For international travel, a pre-trip advisory with ISOS is recommended
- Destinations with a combined ISOS Risk Rating of 4 or higher require additional approval from the Vice Chancellor