

Business Travel Request Form

Section one – Your Information

**Name Employee Number Department Contact No.**

**Authorising Manager Name Travel GL Code date of request**

*Please note a booking may not be made until a confirmation email has been received by the Travel Team from the Authorising Line Manager*

Section Two – Who is the Travel for?

**Total number of Travellers** \_\_\_\_

**Traveller’s information** *Please complete this section for all travellers within this booking*

**Name Job title Department Contact No.**

Section Three – About the Journey

Destination Via

Date of outbound Travel Latest arrival time at Destination

Date of Return Travel Earliest Return time

Preferred method of transport

Car Bus/Coach Plane Train Other

Accommodation required?

Yes No

Booking Card number – *Please note a credit card number MUST be registered for each booking and the same credit card used to collect travel tickets*

Credit Card Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section Four – Additional Information

*Please enter in this box any additional information you feel is relevant for the Travel Team to consider when making your booking*

**Please return completed form to:**

**By Email**: BSS Travel

**By Post :** Financial Processing Team

Courier Code D1

 Quadrant Second R Financial Services