| **Travel Booking Request** | | | | |
| --- | --- | --- | --- | --- |
| **Traveller Name:**  (Last Name/Given Name) \*as per passport\* | | Enter Last Name. | Enter First Name | |
| **Traveller Type:** Student and guest travel must be emailed to CTM via a Griffith Staff Member | | Choose an item. | | |
| **SpeedType and Class**  (Example: XXX1234.XXXXX) Refer to your manager for account details | |  | | |
| **Budget:** please specify your budget | | $ | | |
| **Departure Date:** | **From:** Include flight numbers where known | **Arrival Date:** | | **To:** |
| Click or tap to enter a date. |  | Click or tap to enter a date. | |  |
| Click or tap to enter a date. |  | Click or tap to enter a date. | |  |
| Click or tap to enter a date. |  | Click or tap to enter a date. | |  |
| Click or tap to enter a date. |  | Click or tap to enter a date. | |  |
| **Are you flexible on dates?** | | Choose an item | | |
| **Spouse or family member travelling?**  This travel can be booked through CTM’s leisure department Alure, so CTM can add a note to link the bookings, which informs the airline that the travellers are travelling together | |  | | |
| **Special Requirements:**  (Meals, baggage) example, if you are travelling with research equipment | |  | | |
| **Fare type:**  Refer to Travel Policy if Best Fare of the Day is not being chosen | | Choose an item. | | |
| **Class of Travel**  Relevant Executive Group approval is required for Premium Economy & Business class, please attach approval if Economy has not been chosen. | | Choose an item. | | |
| **Accommodation Required?**  If yes enter preferred location | | Choose an item | | |
| **Is car hire required?**  Detail the type of vehicle that is required | | Choose an item | | |
| **Reason for Travel:** | | Choose an item. | | |
| **Travel Coordinator or Travel Booker Name:** | |  | | |

**Please ensure all fields have been completed before emailing the form to CTM - griffith@travelctm.com**