| **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**