

Queensland Government Travel Approval and Booking Form

Highlighted fields are mandatory

Booking Type:

Domestic Booking / Approval

International Quote

TRAVEL COORDINATOR DETAILS

Agency Name

Request Date

Travel Coordinator Name

Travel Coordinator Phone

Travel Coordinator Email

TRAVELLER DETAILS

Title

**Traveller's
First Name**

**Traveller's
Surname**

Traveller's Email Address

Traveller's Mobile

Address

State

Post code

Custom Field

(refer to clue card)

Cost Centre

(if different from profile)

Reason For Travel

(select from list)

FLIGHT BOOKING DETAILS

Departure Date

Departure City

Arrival City

Departure Time

Fare Class
(select from list)

Comment e.g. FlightNo/Flexibility Req.

I authorise the use of an Unused Ticket Credit

Unused Ticket PNR (If known)

Check-in Baggage Required

HOTEL BOOKING DETAILS

Check In Date

Check Out Date

City

Hotel Name (If Known)

Room Type

Max Cost (AUD)

HOTEL PAYMENT METHOD (refer to agency clue card and select from list)

CAR BOOKING DETAILS

Pick Up Date

Pick Up Time

Pick Up Location

Drop Off Date

Drop Off Time

Drop Off Location

Car Size

Vehicle Booking Request/s

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SPECIAL REQUIREMENTS

Wheel chair

Hearing impaired

Vision impaired

For example – travelling with colleague, visiting location address or meal requests.

PRODUCT COST ESTIMATE – FOR QUEENSLAND GOVERNMENT USE ONLY

Flight

Hotel

Car Hire

Other

(eg. bus, ferry)*

TOTAL

* NOTE: Bus / Ferry / Rail not booked by CTM

ALLOWANCES - FOR QUEENSLAND GOVERNMENT USE ONLY (select from list)

ENDORSEMENT (optional) - FOR QUEENSLAND GOVERNMENT USE ONLY

Endorser Name

Position

Endorser Signature _____

Date

APPROVAL CERTIFICATION - FOR QUEENSLAND GOVERNMENT USE ONLY

Financial Delegate/
Approver Name

Financial Delegate/
Approver Position

Financial
Delegation Level

Approver Signature _____

Date

QTravel Privacy Statement

The Department of Energy and Public Works, as manager of the Queensland Government QTravel program, is collecting your personal information for the purposes of enabling your travel arrangements to be booked and managed by your agency's travel coordinator under the QTravel Program. Your information may be disclosed to airlines, motor vehicle rental agencies and accommodation providers and other travel providers as required for the purpose of booking and managing your travel arrangements, including traveller alert and emergency assistance providers where relevant. Your information may also be disclosed to relevant government agencies for contact tracing purposes. To assist with facilitating travel bookings and management of travel arrangements, your personal information may be disclosed to other suppliers that are ancillary to the booking management process, such as providers of Global Distribution Systems, financial services and toll management. Unless authorised or required by law, your personal information will not otherwise be disclosed to any other third party without your consent. Limited personal information may be used for related research, policy or planning functions. Your personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld). More information about privacy is available on the department's website at www.epw.qld.gov.au.