## Travel Request Form

### Personal Information
- **Traveller name**
- **E-mail**
- **Department**
- **Phone**
- **Fax**

### Reason For Travel (Only complete the relevant line)
- **Name of Event**
  - Karting Australia Meeting
  - *(e.g. Board, Commission)*
- **Business Meeting/s**

### Travel Information
- **Airport departing from**
- **Destination**
- **Departure date**
- **Preferred departure time**
  - *(e.g. morning, mid-day, evening)*
- **Return date**
- **Preferred return time**
  - *(e.g. morning, mid-day, evening)*

*If multiple destinations are required on a single trip, please indicate all required destinations, departure dates and preferred departure times separately in required order on a supporting email.*

- **Frequent flyer programme name(s) and number(s)**
- **Rental car requirements**
  - **Rental car preference**
    - *(e.g. sedan, station wagon if required to carry equipment)*

### Accommodation Required
- **City/Town/Suburb where accommodation is required**
- **Room preference**
  - *(e.g., king, double, twin, single)*

---

**Note:** Travel accommodation and hire car bookings are to be made in accordance with the Karting Australia Travel Policy.

**Return completed form to:** [Sue@karting.net.au](mailto:Sue@karting.net.au)