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