

Travel Request Form



Please complete the Travel Request Form below and send it to your Reporting Manager and hr@threeblueducks.com for approval of your travel request.

Once approved, your Reporting Manager should send the completed Travel Request Form directly to admin@threeblueducks.com and hr@threeblueducks.com so that the Admin Team can facilitate the booking requests.

Today's Date	
Employee Name	
Approving Manager	
Home Venue Name	
Department	

Travel Information:

Travel From (Venue or Offsite)			
Travel To (Venue or Offsite)			
Purpose of Trip			
Do you require overnight reservations? If so, please advise which nights from-to	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date From	Date To
Will you require flights? If so, please advise any specific instructions (morning/evening/night, Qantas/Jetstar/Virgin membership number)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Any Specific Instructions?	Date From	Date To
Will you be driving yourself?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes: please be sure to complete the Travel Expense Reimbursement Form post travel		

* If you are extending your trip to include any personal days, please ensure that this is clearly indicated in your Travel Request Form, especially regarding accommodation or car hire arrangements.

Employee Signature

Date

Approving Manager Signature

Date