|  |  |
| --- | --- |
|  | PERSONAL DETAILS: (all fields are compulsory) |
| Staff, Student or Visitor? |  |
| Staff or Student ID # |  |
| Title: | **MR / MRS / MS / MSTR / MISS** |
| First Name: |  |
| Middle Name: |  |
| Last Name/Surname: |  |
| Sex: | **Male / Female** |
| Mobile/Cell Phone: |  |
| Email: |  |
| Date of Birth (DD/MMM/YYYY): |  |

|  |  |
| --- | --- |
|  | EMERGENCY CONTACT INFORMATION (Compulsory): |
| Emergency Contact Name: |  |
| Emergency Contact Phone: |  |
| Relationship to traveller: |  |

|  |  |
| --- | --- |
|  | TRAVEL ARRANGER TO COMPLETE |
| Cost Centre Details: |  |
| Org 1 |  |
| Org 2 |  |
|  |  |
|  | AIRLINE MEMBERSHIPS: |
| Name of Airline membership: |  |
| Frequent Flyer membership#: |  |
|  | AIRLINE MEMBERSHIPS: |
| Name of Airline membership: |  |
| Frequent Flyer membership#: |  |

|  |  |  |
| --- | --- | --- |
|  | PREFERENCES: | |
| Seating: | Aisle / Window | Forward / Rear |
| Dietary Requirements: |  | |

|  |  |
| --- | --- |
|  | PASSPORT INFORMATION - INTERNATIONAL TRAVEL ONLY |
| First Name as per Passport: |  |
| Middle Name (if applicable): |  |
| Surname as per Passport: |  |
| Date of Birth: DD/MM/YYYY |  |
| Passport Number: |  |
| Nationality: |  |
| Place of Issue: |  |
| Date of Issue: DD/MM/YYYY |  |
| Date of Expiry: DD/MM/YYYY |  |

|  |  |  |
| --- | --- | --- |
|  | OTHER INFORMATION | |
| APEC card holder: | **YES / NO** | If Yes, Expiry Date: DD/MM/YYYY: |
|  | NON-AUSTRALIAN PASSPORT HOLDERS | |
| Resident Status: | Permanent Resident: |  |
|  | Temporary Resident: |  |
|  | Student: |  |
|  | Other – please advise: |  |