

STUDENT BOOKING REQUEST FOR UOW

Use the following form to assist you booking travel authorised by UOW. This form is not to be used for personal student travel. This form can only be submitted through a University faculty or work unit. Provide the completed approved form to your FCM consultant uow@fcmtravel.com.au and Travel Records travel-records@uow.edu.au

Note. Use the Group Booking Form if you are booking for more than one student.

*For international bookings please also attach a copy of the traveller's passport to this form

STUDENT DETAILS

First Name
(as per license/passport)

Middle Name/s
(as per license/passport)

Family Name
(as per license/passport)

Preferred Title
(e.g. Ms/Mr/Dr/Prof/etc.)

Gender

UOW booking contact

UOW Faculty/work unit

UOW authorised approver

Contact number of
UOW approver

Email address for itinerary

Cost Centre (1 only)

Will the UOW cost centre pay any costs for a travelling companion/carer (e.g. FCM booking fee) Please include comments if any clarification required.

UOW to pay booking fee Y/N

UOW to pay other travel costs Y/N

Comment



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

ACCOMMODATION

City / Location

Preferred Hotels

Budget

Check in date

Check out date

Number of rooms and
breakdown (2 bedroom
apartments / single rooms)

Breakfast included?

Expected arrival time at hotel

Expected check out time from hotel

Do you need luggage storage?

FLIGHT ONE

Date and preferred time to depart

From

To

FLIGHT TWO *TO ADD ADDITIONAL FLIGHT DETAILS PLEASE ADD THIS IN THE 'ADDITIONAL INFORMATION' SECTION ON PAGE 2

Date and preferred time to depart

From

To

ADDITIONAL BAGGAGE (OTHER THAN 1 CHECKED BAG PER PERSON)

YES

NO

If YES number of extra bags

CAR HIRE / SHUTTLE BUS

Do you need car hire during the trip? If yes, please provide details

UOW ONLY - OTHER INFORMATION

Purpose of Travel

Meal Costs

Conference Registration Costs

Other costs



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

ADDITIONAL INFORMATION/REQUIREMENTS

e.g. Frequent flyer airline and membership number details



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Authorisation

A completed form requires either a digital signature or an email attachment from a UOW officer with approval for the booking

Supervisor - Domestic and International Travel

Date:

Signature:

Head of Unit - Domestic and International Travel

Date:

Signature:

Executive Approver – International Travel Required

Date:

Signature:

Additional information

Billing Methods

All invoices are charged to the UOW Trade Account

In all cases a copy of the invoice should also be sent to travel-records@uow.edu.au at the end of each week

UOW Staff

UOW Staff may not use this form for booking travel. UOW staff must use the Travel Hub