**Travel Request Form**

**Traveller 1**

|  |
| --- |
| COMPANY + DEPARTMENT FOR INVOICE + COSTCENTER  |
|  |
| **Personal Information (as written on your passport)** |
| First Name | Last name | Title (Mr/Mrs/Mss) |
|  |  |  |
| Date of birth  | E-mail  | Telephone number  |
|  |  |  |

PLEASE SEND A COPY OF YOUR PASSPORT TOGETHER WITH THIS DOCUMENT

**Air ticket**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **From** | **Via** | **To**  | **Departure time** | **Arrival time** |
| Click here to choose a date | Departure place | Via | Destination | Time of day | Time of day |
| Click here to choose a date | Departure place | Via | Destination | Time of day | Time of day |
| Click here to choose a date | Departure place | Via | Destination | Time of day | Time of day |
| Click here to choose a date | Departure place | Via | Destination | Time of day | Time of day |

**For EUROPE check-in luggage**: Choose an item **Airline preference:** Click here to enter text

**Service class:** Choose an item **Fare type:** Choose an item

**Seating preference:** Choose an item **Meal preference:** Choose an item

**Uniglobe Ticket Insurance (only available for domiciles of Belgium or Luxembourg):** Choose an item

**Remarks:** Click here to enter text.

**Rail ticket**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **From** | **To**  | **Departure time** | **Arrival time** |
| Click here to choose a date | Departure place | Destination | Time of day | Time of day |
| Click here to choose a date | Departure place | Destination | Time of day | Time of day |
| Click here to choose a date | Departure place | Destination | Time of day | Time of day |
| Click here to choose a date | Departure place | Destination | Time of day | Time of day |

**Rail preference:** Click here to enter text **Service class:** Choose an item

**Rail card:** Click here to enter text **Remarks:** Click here to enter text.

**Car rental**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **See flight dates** | **Pick-up location** | **Drop-off location** | **Rental date/time** | **Drop-off date/time** | **Category/remarks** |
|[ ]  Pick-up location | Drop-off location | Rental date/time | Drop-off date/time | Category/remarks |

**Car class:** Car class **Car type:** Car class

**GPS:** Choose an item **Air conditioning:** Choose an item

**Transmission:** Choose an item **Payment:** Choose an item

**Remarks:** Click here to enter text.

**Hotel Reservation**

|  |  |  |
| --- | --- | --- |
| **City/hotel/street/other point of reference/ …** | **Date of arrival** | **Date of departure** |
| Click here to enter location | Click here to choose a date | Click here to choose a date |
| Click here to enter location | Click here to choose a date | Click here to choose a date |
| Click here to enter location | Click here to choose a date | Click here to choose a date |
| Click here to enter location | Click here to choose a date | Click here to choose a date |

**Number of guests:** Choose number **Number of rooms:** Choose number

**Bed type:** Bed type **Room Type** Room type

**Hotel Category:** Category

**Price Limit (EUR) Breakfast included:** Price limit in EUR, breakfast included

**Remarks:** Click here to enter text