



## TRAVEL REQUEST FORM

Policy number	AKASA-005	Version	V1
Drafted by	Craig Denton	Approved by AKASA on	

<b>Personal Information</b>	
Traveller name	
E-Mail	
Position	
Phone	
<b>Reason For Travel (Only complete the relevant line)</b>	
Name of Event	
AKASA Purpose (e.g Training, Event)	
<b>Travel Information</b>	
Airport departing from	
Destination	
Departure date	
Preferred departure time (e.g. morning, mid-day, evening)	
<b>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.</b>	
Frequent flyer programme name(s) and number(s)	
Rental car requirements	
Rental car preference (e.g. sedan, station wagon if required to carry equipment)	
<b>Accommodation Required</b>	
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 AKASA Travel Policy.**

**Return completed form to:** [secretary@kartingsa.net.au](mailto:secretary@kartingsa.net.au)