BOOKING FORM

All sections of this form must be completed for a booking to be made. Incomplete forms will be sent back delaying availability searches & booking.

|  |  |
| --- | --- |
|  | Send completed forms to [North.air@travelctm.com](mailto:North.air@travelctm.com) |

# PASSENGER INFORMATION

Names provided MUST appear as per PASSPORT. Name changes are strictly NOT permitted

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** | Enter Surname | Enter Surname | Enter Surname |
| **First given name** | Enter First Name | Enter First Name | Enter First Name |
| **Title** | Mr/Miss/Mrs/Ms | Mr/Miss/Mrs/Ms | Mr/Miss/Mrs/Ms |
| **Date of birth** | DD/MMM/YYYY | DD/MMM/YYYY | DD/MMM/YYYY |
| **Male  Female** |  |  |  |

# BOOKING INFORMATION

|  |  |
| --- | --- |
| **Company** | Queen’s University Belfast |
| **Bookers name** | Enter your name |
| **Bookers phone number** | Enter your number |
| **Bookers email** | Enter passenger email |
| **Passenger emergency phone number** | Enter passengers number |
| **Passenger emergency email** | Enter passenger email |

# QUEEN’S MANDATORY FINANCE INFORMATION REQUIRED FOR ALL PASSENGERS

|  |  |  |  |
| --- | --- | --- | --- |
| **Queen’s / CTM Account Code** | **QUBEL5** | | |
| **Why is this booking being made offline?** |  | | |
| **Cost Centre (mandatory)** |  |  |  |
| **Project Code (mandatory)** |  |  |  |
| **Reason For Travel** | Choose a Reason. | Choose a Reason. | Choose a Reason. |
| **Traveller Staff Number (mandatory)** |  |  |  |
| **Travel Approver Name (mandatory)** |  |  |  |
| **Sub Analysis Code (non mandatory)** |  |  |  |

# PASSPORT INFOMRATION - \* required for all long-haul flights.

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Passport number** |  |  |  |
| **\*Expiry date** |  |  |  |
| **\*Country of issue** |  |  |  |
| **\*Nationality** |  |  |  |

*To comply with your travel Policy all tickets will be issued at the cheapest available at the time of booking. Once ticketed subject to the carrier’s strict terms and penalties. Please note – These tickets are often Non-refundable.*

# FLIGHT INFORMATION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date | Departure Airport | Destination Airport | Depart Time | Arrival Time | Airline/  Flight No. | Class of Travel |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |

# EXTRA INFORMATION

Do you require baggage for this journey?

Hand Baggage only

Checked Baggage (one piece)

Checked Baggage (more than one piece)

*If checked above please specify amount <Enter number of checked bags required>*

*General Ticket Conditions*

*Cancellation/No Show – Ticket is Non-refundable. No Show - Failure to occupy a reserved seat on any segment of the itinerary will result in subsequent segments of the itinerary being cancelled. Changes – Non-changeable. Where permitted, subject to availability and airline change fee plus any increase in cost for the change in itinerary when recalculated at the current available fares. Minimum & Maximum stay rules will apply. Ticket is not transferable to another person.*