

GUDAI-DARRI

REQUEST CHANGE OR CANCELLATION OF TRAVEL

This form is to be used to change or cancel existing travel arrangements, including rostered travel.



Request Details				
*Original RTTMS Ticket #	Amex Booking Ref.	*Company	*Cost Centre	*Reason for Change

Traveller Details						
*Traveller	*SAP #	*Email	*Mobile	Qantas FF#	Velocity FF#	*Leader

Flight Request					
*Book/Cancel	Flight #	*Origin	*Destination	*Departure date	*Departure time

Bus Request				
*Book/Cancel	*Origin	*Destination	*Departure date	*Departure time

Hire Car Request							
*Book/Cancel	*Pickup location	*Pickup date	*Pickup time	*Return location	*Return date	*Return time	*Car type

Site Entry / Accommodation Request								
*Book/Cancel	*Site	*Village	*Arr. date	*Dep. date	*Site Contact	*Shift type*	*PDA**	Cost centre

*Shift type abbreviations: AOF = Absent off site (leave), AON = Absent on site, WOF = Work off site, WON = Work on site, TOF = Training off site, TON = Training on site, PDS = Perth dayshift, DS = Dayshift, NS = Nightshift
 **PDA's are required for stays greater than 14 days and/or 10 people

Comments

Disclaimer
<ul style="list-style-type: none"> * I acknowledge the cheapest available flight within 30 mins of the requested departure time will be selected at the time of booking. * I have organised all relevant site access for this trip. * My leader has approved this trip. <i>(Note: All non "regular commute" travel requires relevant leader approval.)</i> <p>By checking this box I confirm that I understand and have actioned the required approvals listed above prior to submitting this request.</p>