E-Travel Request form

FOR EXCEPTIONAL PAYMENT WITH BTA VIRTUAL CARD

Please use only one travel form per traveler and trip

ENGLISH GERMAN

Email subject line

(traveler, travel date, destination)

Signatures

Manager

Travel arranger

Travel arranger details

First Name*

Last Name*

Title*

Email*

Phone*

X*

Traveller Information

First Name*

Last Name*

Title*

Date of Birth (dd-mm-yy)

Accounting Details

Traveler Type* Please Fill In

X	X
X	X, X, X, X
X	X, X

X* Please Fill In

Purpose of Trip* Please Fill In

Cost Center/ Project Number*

General ledger account * Please Fill In

SpoDoM (only for externals without contractual agreement)

X

Departure time (hh:mm) or Flight number

Would you like us to book your order immediately or to receive an offer first?

☐ Book immediately ☐ Send the offer first

Booking Information*

☐ Book an air ticket

Date (dd-mm-yy)	Departure city	Destination city	Departure time (hh:mm) or Flight number	Arrival time (hh:mm)	Class	Fare Type

Special request:

☐ Book a train ticket

Date (dd-mm-yy)	Departure city	Destination city	Departure time (hh:mm)	Arrival time (hh:mm)	Class	Fare Type

Special request:

☐ Book a room

City	Hotel name (if known)	Check-in Date (dd-mm-yy)	Check-out Date (dd-mm-yy)

Special request:

☐ Rent a car

Pick-up location	Date (dd-mm-yy)	Time (hh:mm)	Drop-off location	Date (dd-mm-yy)	Time (hh:mm)	Car type

Special request:

Additional information for BCD Travel

ex: Rail reward program, Hotel Membership program etc.

Accompanying persons, if applicable

Thank you for your request!

Submit **Click to Submit** or email this form directly to X

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