

AIR TRAVEL REQUEST FORM

Date Requested	
College	
Department	
Travelers Full Name(As per Passport):	
Passport Expiry Date:	
Visa Details:	

	Travel Details	
	Departure	Return
Date		
Time		
From		
TO		

Reasons for Travel

FNU Funding ☐

Donor Funding ☐

Fund Code		Account Code		Programme	
Organisation Code		Activity		Location	

Conditions of travel:

- 1) All local travel should be requested two weeks in advance of the travel.
- 2) All overseas travel should be requested one month in advance of the travel.
- 3) All the requests should be supported with the purpose of the travel.
- 4) The workshop/conference or event, the Date of the travel should be one day before and return the next day after the event. Any additional days should be justified with reasons and fare difference for any other dates should be paid by the requestor.
- 5) Staff to choose the most economical route of the travel.
- 6) All local travels should be supported by an official ID.
- 7) All Overseas travel should be supported by a Passport and Visa if required for travel.

Travelers Name :	Mob No:
Signature:	Dates :
Comments:	

Note:

Any changes to the ticket already issued are to be paid for by the traveler as all trips are to be carefully planned with correct details.

Finance Use

Budget Check ☐

PO Number ☐

Other Comments:
