

**STUDENT BOOKING REQUEST FOR UOW**

Use the following form to assist you booking travel authorised by UOW. This form is not to be used for personal student travel. This form can only be submitted through a University faculty or work unit.

Provide the completed approved form to your Campus Travel consultant uow@campustravel.com.au

Note. Use the Group Booking Form if you are booking for more than one student.

***For international bookings please also attach a copy of the traveller's passport to this form**

STUDENT DETAILS

First Name (as per license/passport)		
Middle Name/s (as per license/passport)		
Family Name (as per license/passport)		
Preferred Title (e.g. Ms/Mr/Dr/Prof/etc.)		
Gender		
UOW booking contact		
UOW Faculty/work unit		
UOW authorised approver		
Contact number of UOW approver		
Email address for itinerary		
Cost Centre (1 only)		
Will the UOW cost centre pay any costs for a travelling companion/carer (e.g. Campus Travel booking fee) Please include comments if any clarification required.	UOW to pay booking fee Y/N	
	UOW to pay other travel costs Y/N	
	Comment	

ACCOMMODATION

City / Location	
Preferred Hotels	
Budget	
Check in date	
Check out date	
Number of rooms and breakdown (2 bedroom apartments / single rooms)	
Breakfast included?	
Expected arrival time at hotel	
Expected check out time from hotel	
Do you need luggage storage?	

FLIGHT ONE

Date and preferred time to depart	
From	
To	

FLIGHT TWO *to add additional flight details please add this in the 'additional information' section on page 2

Date and preferred time to depart	
From	
To	

ADDITIONAL BAGGAGE (other than 1 checked bag per person)

YES	NO	If YES number of extra bags	
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CAR HIRE / SHUTTLE BUS

Do you need car hire or shuttle bus during the trip? If yes, please provide details

UOW ONLY - OTHER INFORMATION

Purpose of Travel

Meal Costs

Conference Registration Costs

Other costs

Additional Information/requirements

e.g. Frequent flyer airline and membership number details

Authorisation

A completed form requires either a digital signature or an email attachment from a UOW officer with approval for the booking.

Supervisor - Domestic and International Travel

Date

Signature

Head of Unit - Domestic and International Travel

Date

Signature

Executive Approver – International Travel Required

Date

Signature

Additional information



Campus Travel



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Billing Methods

- All invoices are charged to the UOW Trade Account

In all cases a copy of the invoice should also be sent to travel-records@uow.edu.au at the end of each week

UOW Staff

- UOW Staff may not use this form for booking travel. UOW staff must use the Travel Hub

**THIS FORM MUST BE EMAILED BY THE BOOKING CONTACT (SPECIFIED ON PAGE 1), UOW
AUTHORISED APPROVER OR UOW FACULTY OFFICE TO CAMPUS TRAVEL
(uow@campustravel.com.au)**