UWA Guest Traveller Profile Form

SECTION 1 - Information to be completed by the Guest Traveller

Please complete the Guest Profile Information below to enable the UWA Travel Arranger to book travel on your behalf.

Personal Information provided on this form must be identical to the Traveller's Travel Document.

Due to increased airport security, Traveller may be turned down at the gate if the name on the travel document (e.g. passport) or any other travel identification used does not match the name on the ticket issued by UWA Travel agent.

Guest Profile Information

Personal Information (as per Travel Document)

Title [Required]

First Name [Required]

Middle Name   No Middle Name

Last Name [Required]   No Last Name

Home Address

Street [Required]

City [Required]

State/Province/Region

Postal Code [Required]

Country [Required]

Contact Information

Work Phone [Required]

Home Phone [Required]

Mobile Phone Number [Required]: Country Code +

Email Addresses

Email Address

Emergency Contact

Name [Required]

Relationship [Required]

Street [Required]

City [Required]

State/Province/Region

Postal Code [Required]

Country [Required]

Phone [Required]

International Travel: Passports and Visas

For International Travel, Passport details must be provided.

Passports

Passport Nationality

Passport Number

Passport Date Issued (dd/mm/yyyy)

Passport Expiration (dd/mm/yyyy)

Passport Place of Issue (City, State)

Passport Place of Issue (Country)

Date of Birth (dd/mm/yyyy)

Insurance and UWA Risk Management Related Questions

Are you aged over 80 or over at the time of travel? [Required]

Do you have a pre-exisiting medical conditions? [Required]

Indicate the main high-risk activity [Required]

Other high-risk activities

SECTION 2 - Information to be completed by the Faculty/ School/ BU representative

UWA Host Details (The person who invites the UWA Guest)

UWA Contact Person [Required]:

Contact Number [Required]:

Guest Traveller Profile (Information entered in Concur for Guest User creation)

General Settings

CTE Login Name assigned to the Guest Profile

Employee ID assigned to Traveller   UWAGUEST_

Expense and Invoice Setting

Business Unit

Employee ID (To Emulate Approval Hierarchy)

Travel Arranger assigned to Guest Traveller:

Arranger Staff ID	Arranger Name
1	
2	