

AIRLINE BOOKING AUTHORITY

NAME:	
Please ensure that the name above is the same as the name on the identification used to collect ticket - incorrect names /or spelling may not allow the collection of ticket	
MOBILE PHONE NO:	
This number is required in case of schedule changes or flight cancellations	
EMAIL ADDRESS:	
To email the flight confirmations to.	

DESTINATION:	
--------------	--

REASON FOR VISIT:	
REFERENCE GROUP:	

LEAVING:	From:		Approx. Time:		Airline (if known)
	Date:				
RETURNING:	From:		Approx. Time:		Airline (if known)
	Date:				

SIGNATURE:	
Date:	

AUTHORISATION

AUTHORISED BY MANAGER:	
AUTHORISED BY GENERAL SECRETARY/ADMIN MANAGER:	

BOOKING DETAILS

Reference No:	
Emailed / Posted	
DATE BOOKED:	

Please note: this flight booking **must** be signed by the relevant Manager prior to being sent to USU Administration for booking and must contain all relevant information as requested above.