

By your side

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 Number	
This number is required in case of schedule changes or flight cancellations.	
Email	
To email flight confirmations to.	
Destination	
Reason for Visit	
Reference Group	

FLIGHT DETAILS

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 Manger

BOOKING DETAILS

Reference Number	
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.