



# Student and Visitor Travel Request Form



Please tick

<input type="checkbox"/>	Student	Student Number is:	
<input type="checkbox"/>	USQ Visitor		

<b>Title</b> eg Mr, Mrs, Miss, Dr	
<b>Gender</b> please tick	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>First Name</b> as per Photo Id	
<b>Surname/Family Name</b> as per Photo Id	
<b>Contact Mobile Phone Number</b>	
<b>Home Phone Number</b>	
<b>Email Address</b>	
<b>Home Address</b>	
<b>Emergency Contact Person</b>	
<b>Emergency Contact Mobile Phone</b>	

<b>Reason for Travel</b>	
<b>Is this travel:</b> please tick	<input type="checkbox"/> International <input type="checkbox"/> Domestic

**Please complete your travel requirements**

### Airfares

Departure Date	Departure City	Departure Time	Arrival City
Return Date	Departure City	Departure Time	Arrival City

### Accommodation

City	Date In	Date Out	Preferred Hotel

### Brisbane Airport Transfers

Please tick preferred option

<input type="checkbox"/>	Airport Flyer	<input type="checkbox"/>	Greyhound Bus	<input type="checkbox"/>	Hire Car	<input type="checkbox"/>	Private Transfer
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### Registration Fees

Do you require a registration fee to be paid? If so, please forward a completed registration form with this request.

**Amount to be paid is:**

AUD  
 Other Currency  
Please specify

**PLEASE NOTE:** The above information will be used as a guide to completing your Travel Request Form. The Corporate Travel Office will always adhere to the University's Travel Policy and guidelines when making your travel bookings.

The information on this form is collected for the purpose of enabling USQ to make the travel booking, and the personal information detailed will only be disclosed to those third parties who need to have access to this information for the purpose of completing your travel request, or to parties to who USQ is required by law to disclose.