



TIWI ISLANDS TRAINING AND EMPLOYMENT BOARD - TRAVEL REQUEST FORM

Employee Details

Name:

Position:

Location: Job Code:

Contact Number:

Reason for Travel (please select):

☐ Personal ☐ Professional ☐ Bereavement ☐ Annual Leave ☐ Sick Leave ☐ Other

Description:

Type of Travel (please select):

☐ Flight ☐ Ferry

Departure Details

From: To:

Date:

Time:

Return Details

From: To:

Date:

Time:

Will TITEB need to provide accommodation for you?

☐ Yes ☐ No

If yes, please provide details:

Check in date:

Check out date:

Accommodation Preference:

Employee's Signature:

Date:

To be completed by your Manager

Travel Request Approved? ☐ Yes ☐ No

Manager's Name: Signature: Date:

To be completed by Travel Staff only

Flight/Ferry booking reference: PO Number:

Hotel booking reference: PO Number:

Name of staff member who processed booking: Date: