



# AIRLINE BOOKING APPROVAL FORM

**This form is to be used for all airline bookings made by Macquarie University travellers and should be used in conjunction with the travel policy. Upon receipt of this form, the Office of Financial Services will arrange for the airline tickets to be released by STA or Campus Travel after the booking has been arranged.. You will receive confirmation from the travel agent. In addition, this form will be used as the authority to process payments to STA or Campus Travel upon receipt of invoice. This form must be completed in full.**

Name of Traveller \_\_\_\_\_ Title \_\_\_\_\_

Position \_\_\_\_\_ Contact Number \_\_\_\_\_

Financial Unit \_\_\_\_\_

Is Traveller a Member of Staff / Student? Yes / No If Yes (Staff / Student Number) \_\_\_\_\_

If NO provide brief details: \_\_\_\_\_ If Other (Please Detail) \_\_\_\_\_

INSURANCE - If traveller not a staff member has Insurance Cover been taken? Yes / No

If YES, has policy been sighted? Yes / No If NO provide reason: \_\_\_\_\_

Purpose of travel 

Teaching	OSP	Conference	Research	Marketing	Other
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If Other (Please Detail) \_\_\_\_\_

Destination \_\_\_\_\_ Date of Travel \_\_\_\_\_

Itinerary & Statement of Costs (Attached) Yes / No Travel Agent STA / Campus Travel

Estimated of airfare (inc. taxes) \$ \_\_\_\_\_ Estimated of other charges \$ \_\_\_\_\_

Account name to be charged:	Account code:	Amount:
		\$
		\$
		\$

**I confirm that the above travel conforms with the University's Travel Policy [www ofs.mq.edu.au](http://www ofs.mq.edu.au)**

Officer with Financial Delegation

Head of financial unit or Officer  
Delegated to Approve Travel

\_\_\_\_\_  
Approved by (signature):

\_\_\_\_\_  
Authorised by (signature):

\_\_\_\_\_  
Name: (Print) and Date:

\_\_\_\_\_  
Name: (Print) and Date:

**Please fax completed form, together with the Statement of Cost & the Itinerary from the Travel Agent, to the Office of Financial Services, fax number: 9850 9629**

**Any enquiries regarding the use of this form should be directed to Financial Services on 9850 7236, Room 115, Administration Building, E11A**