

Company Information	
Company Name	
Company Address	
Switchboard Number	
Company Turnover	
Number of Employees	
Type of Business	
Estimated Annual Spend	
Business Objectives	

Travel Co-ordinator Information	
Name	
Email	
Mobile	
Out Of Hours/Emergency Contact	
Other Authorised Travel Arrangers?	

Traveller Information			
Please list travellers names as they appear on their passport			



Destination Information			
Where do you travel to			

Air Information		
Class of travel	Domestic	
	European	
	International	
Preferred Airlines		
Route Deals		
Corporate Loyalty Schemes		
Additional Information		

Hotel Information		
Budget or Standard of Hotel	Domestic	
	European	
	International	
Preferred Hotels		
Corporate Loyalty Schemes		
Additional information		

Rail Information		
Class of travel	Domestic	
	European	
	International	
Corporate Loyalty Schemes		
Additional Information		

Car Hire Information	
Size of Car	
Preferred Car Hire Company	
Corporate Loyalty Schemes	
Additional Information	

Invoicing and Administration Information	
Email Address for Invoices	
Administration Requirements ie cost centre or purchase order etc	
Accounts Contact Name	
Accounts Contact Number	
Accounts Email Address	

Transactions Fees and Percentage of Budget		
Travel Type	Percentage	Transaction Fee
Domestic Air		
European Air		
International Air		
Rail		
Rail (Ticket on Departure)		
Domestic Hotel		
European Hotel		
International Hotel		
Car Hire		
Billback		
Passport and Visa		
Refunds		

Updates, Offers and Leisure Information	
Email Addresses	

Additional Information