

Return this form with your *Approval to Travel* to:

VET Teacher Training
Fax: (02) 9266 8288



Education
& Training

Application for Air Travel

PLEASE NOTE: Air-travel booked by the VET Teacher Training **CANNOT BE CHANGED**. Air-travel will be booked at the **LEAST EXPENSIVE FARE AVAILABLE** for the time and route required, which provides no flexibility for changes. Please ensure that desired departure times are carefully estimated because if booked flights are not used, a replacement air ticket will need to be purchased by the traveller and will not be reimbursed by the Department of Education and Training.

TRAVELLER

Title	First Name	Surname	DET ID Number
Position	School/Unit		
Home phone or mobile number	Work phone	Phone at destination	
Reason for Travel			

FLIGHT REQUEST AND APPROVAL

Forward Journey

From To

Date of Travel Time of departure desired

Return Journey

From To

Date of Travel Time of departure desired

Ticket/s

To be collected from Airport prior to departure Government Air Reservation Centre

Ticket preferred Lowest logical fare (non-refundable)

Class Economy Business

Declaration by requesting officer for air travel

I declare that this air travel application relates only to program related purposes.

Applicant's signature Date

Approval by principal or principal's designated officer

Approval is granted for air travel by requesting officer on specified days for program related purposes.

Signature Date

OFFICE USE ONLY PROGRAM NAME: VOCATIONAL EDUCATION TEACHER TRAINING

(For audit purposes, please sign in BLUE pen).

Source of funds LOC Funds are available YES NO

Recommended: Date recommended
Signature: Coordinator

Approved: Date of approval:
Signature of Manager: