

GSIT Request To Travel Form

(Group/Individual Booking)

Date of request: _____

Applicant: _____

SECTION 1 – REQUEST TO TRAVEL

School Car Train Other

Provide reason why travel is required:

Destination:

Caulfield:

Clayton:

Berwick:

Peninsula:

Parkville:

Airport:

Other: *Please specify:*

Date: _____

Times: _____ **AM/PM** TO _____ **AM/PM**

Passengers:

SECTION 2 - APPROVALS

Applicant: _____

Supervisor: _____
(Individual Booking)

Director of Research: _____
(Group Booking)

SECTION 3 – OFFICE USE ONLY

Car Booked: _____ / _____ / _____ **by:** _____
(initials)

Train Ticket(s) issued and recorded: _____ / _____ / _____ **by:** _____
(initials)

