

NIFS Airline Booking Form

NIFS books airline flights* for:

- NIFS employees/secondes
- SAG or SWG Meetings – for the Chair, SMANZFL Sponsor, and SAG member from SMANZFL organisations
- SAG or SWG Workshop – participants from each SMANZFL organisation and some presenters
- Other persons as approved by the Director or Deputy Director, NIFS (make prior application)

Flights for the above reasons can ONLY be booked by NIFS. If you require a flight:

- Complete ALL mandatory fields of this form
- Ensure your itinerary is correct, charges may be incurred for changed flights**
- Fax the completed form to NIFS on (03) 9640-0709 or e-mail to tracey.lonergan@nifs.com.au at least 14 working days before your required departure date***
- Contact NIFS if you need assistance or want to discuss your flights – (03) 9640-0707

Signed approval by the Head of Department must be received by NIFS prior to any bookings being made.

.....
Printed Name of Head of Department

.....
Signature of Head of Department

REASON FOR FLIGHT

Today's date:

To attend:

(eg. Biology SAG 28 August)

NIFS Use only
Code:

Travelling from:

to:

via:

YOUR DETAILS

This MUST be the person who will be flying – name changes to booked flights cannot be made

Name

(include FULL name as per the identification you will produce to collect tickets)

Contact Numbers

Work Ph:

Work Fax:

Organisation:

E-mail:

F/F No:

Home Ph:

(Required by airline for emergency contact)

Mobile:

(Required by airline for emergency contact)

YOUR PREFERRED ITINERARY

- Be as specific as possible - DO NOT PUT IN JUST AM OR PM
- If you know you cannot depart until after 5.00pm, include departure time as '5.00pm or later'
- Indicate if there could be any difficulties with flights (eg. court appearances)
- Contact NIFS beforehand if you need to discuss any flight requirements

DEPARTURE

Date:

From:

To:

QF..... DJ etc

Departure Time:

Arrival Time:

If connecting flight:

Date:

From:

To:

Departure Time:

Arrival Time:

RETURN FLIGHT

Date:

From:

To:

QF..... DJ etc

Departure Time:

Arrival Time:

If connecting flight:

Date:

From:

To:

Departure Time:

Arrival Time:

Additional Instructions

NIFS will:

- Book your flight with Qantas Business Travel as close as possible to your preferred itinerary
- Contact you where there are any issues regarding your preferred itinerary
- E-mail you the booked itinerary from Qantas Business Travel for your checking and confirmation – YOU MUST CHECK all details and contact NIFS immediately if there are any concerns or changes

*Flights are booked in accordance with the Victorian Whole-of-Government Contract with Qantas Business Travel. Contact NIFS for further information.

**NIFS purchases non-refundable flights according to the contract. Any cancellations or changes to a booking will incur a cost to the person requesting the flight or their organisation. This charge may include up to the full cost of the flight.

***Respective organisations or persons will incur additional costs for any flights booked less than 14 days before the departure date, unless there are exceptional circumstances or NIFS has organised the reason for the flight at short notice.

COMPLETE ALL SECTIONS OF THIS FORM – FAX TO (03) 9640-0709 OR E-MAIL tracey.lonergan@nifs.com.au