### Travel Arranger

### Booking Template

Booking travel for other members of your organisation can be tough. We've put together this document to help you get the information you need to make booking corporate travel easier. Simply remove all pages apart from the next one and save the document for use within your organisation.

We offer a range of travel resources on our website, including a travel policy template, so feel free to visit and download whatever you need for free.

## Booking Process

Make sure your teams know how to send in travel requests.  We suggest setting up an internal email address for this purpose. This will reduce the chance that requests are missed or overlooked.

Decide whether you will let travellers check trip details once you have selected them, and if you do, set a time limit on any amendments. Taking too long over this means prices may change.

Alternatively, use a platform like Ortharize, which has a tailor-made trip building feature that automates the process of submitting travel requests. It  speeds up the booking process for travel arrangers at any organisation, no matter the size. Sign up for free now at [www.ortharize.com](http://www.ortharize.com).

## Travel Booking Request

Please complete this form with as much detail as possible to ensure the best-suited options are booked for you.

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone Number |  |
| Passport number |  |
| Additional Travellers (please also provide the details above for additional travellers): |  |

## Flight Request

|  |  |
| --- | --- |
| Departing From: |  |
| Returning From: |  |
| Date out: |  |
| Date back: |  |
| Additional Details: |  |
| Are additional flights needed? If so, supply details below. |  |
| Shuttle required? |  |

## Hotel Request

|  |  |
| --- | --- |
| First night required (date): |  |
| Last night required (date): |  |
| Preferred hotel or location: |  |
| Additional Details: |  |
| Are additional hotels needed? If so, supply details below. |  |

## Car Rental Request

|  |  |
| --- | --- |
| Pick-up location: |  |
| Return location: |  |
| First day required & time:: |  |
| Return date & time: |  |
| Additional Details: |  |
| Are additional car rentals needed? If so, supply details below. |  |

## Rail Request

|  |  |
| --- | --- |
| Departing From: |  |
| Returning From: |  |
| Date out: |  |
| Date back: |  |
| Additional Details: |  |
| Are additional car rentals needed? If so, supply details below. |  |

## Currency Request

|  |  |
| --- | --- |
| Do you require any currency for your travel? If so, how much? |  |
| If above travel policy allowance, has your manager signed this off? |  |

## General Details/Additional Requirements:

Please send this request to your manager. Once they approve, they will send this to [XXX].

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