appendix H. travel booking officer notification form 

**Travel Booking Officer Notification Form**

Please complete the following details and return this form to the Financial Reporting Officer, Financial Accounting and Reporting, 151 Royal Street, East Perth WA 6004 Enquiries: Ph: 9264 4766

SCHOOL/REO/DIRECTORATE NAME:

BRANCH/SECTION NAME:

PHONE:

ADDRESS DETAILS:

CITY: STATE: POSTCODE:

DEPARTMENT BOOKING NUMBER:

D

E

T

(Department Location Code)

AUTHORISATION TO MAKE BOOKINGS:

(Name of person/s authorised as a Travel Booking Officer against this travel booking number)

 Ph: Email:

 Ph: Email:

 Ph: Email:

 Ph: Email:

 Ph: Email:

 Ph: Email:

*Travel Reporting Officer use only:*

Entered: Date:

Travel Provider Advised: Date: