

COUNCILLOR TRAVEL REQUEST TO ATTEND A COURSE OR CONFERENCE

PERSONAL DETAILS			
Name			
Email Address		Mobile Number	
Qantas FF #		Virgin Velocity #	

EVENT DETAILS			
Event			
Location			
Event Dates	Start		Finish
Registration Cost / Details			

PREFERRED TRAVEL DATE & TIMES (If tacking on extra days, flights must be reflective of this)			
Departing Flight Date/Time		Return Flight Date/Time	
PREFERRED ACCOMMODATION DATE & TIMES			
Preferred Motel			
Check In Date & Time		Check Out Date/Time	
Councillor Signature		Date	

Please email completed form to ceo.ea@karratha.wa.gov.au

INTERNAL USE ONLY

STEP 2: EXECUTIVE ASSISTANT REVIEW			Date Received:	
Costs Associated with the Conference/Course – Flight cost can change due to time of booking				
Registration Costs	Accommodation Cost	Flights	Transport /Hire Vehicle	Meals
\$	\$	\$	\$	\$
Total Estimated Cost	\$	Expense Account Code		

STEP 3: APPROVAL PROCESS – CEO APPROVAL				
CEO's Name		Signature		Date

STEP 4: EXECUTIVE ASSISTANT TO BOOK COURSE/CONFERENCE, TRAVEL & ACCOMMODATION					
Course/Conference Booked	Booked	Accommodation (if required)	Booked	Travel (if required)	Booked
Completed By				Date completed	

- All documents will be filed in Synergy & and in personnel files.
- Payment Request (for any official expenses reimbursement), will be provided to Creditors following receipt of Reimbursement form from Councillors within 28 Days