

Rail Booking Request Form

Trade • Media • Complimentary Travel

Section One: Primary Traveller - Contact Details

Name Company
Position or Title Email
Mobile Phone Country Post Code
Emergency Contact Name Emergency Contact Mobile

Do you currently promote, package or sell long distance services? Yes No

Section Two: Primary Traveller/s Details

	First Name	Surname	Fare Type	Internal Use Only
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Requirements

Additional Notes

Section Three: Rail Sectors *Please refer to the timetable to determine the journey required.*

Train	Date	Departure Station	Arrival Station	Class of travel
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Requirements

Additional Notes

If requested class is unavailable, please book an alternative class on the same service Yes No

Email your completed form to QLDRailTravel@qr.com.au or click the submit button.

SUBMIT

PRINT

OFFICE USE ONLY

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PART B - OFFICE USE ONLY

Section Four : Booking Requested by

Employee Name Date Phone Number

Additional Requirements

Fare to be charged
on additional sector
passengers

1. Approval: Attach approval from relevant position as per MD-17-395.

2. Duty Travel: attach authorised MD16-159 Duty Travel Form to book the rail portion only. All other duty travel is to be sent to travel4@qr.com.au

Confirm if this booking request is to be held or ticketed: HELD TICKETED

Section Five : Charge Type

Type: TRADE / AGENT MEDIA EXTERNAL COMPLIMENTARY

Eligible criteria checked Yield approved by: (approval for premium travel)

Purpose

Complimentary Travel Type FREE TRAVEL (No cost centre) RECIPROCAL BENEFIT - COST CENTRE (Cost Centre Required)

Authority for Reciprocal Benefit Travel Only (Minimum Level 4 Manager approval)

Reciprocal Benefit Details

Cost Centre Manager Name

Manager Position

Reservation Confirmation

Booking Number Booking Held Ticket Deadline
 Ticketed Tickets Emailed? Yes No

Email completed booking request form to bookings@qr.com.au
or click the submit button

STAFF SUBMIT

STAFF PRINT