

# Travel booking form (including use of own vehicle)

Submit this form at least ten working days before travel.

## Authority Members, Markers and Panellists:

Please enter details directly into this form and return to your QCAA contact via email:

**QCAA staff:** Please complete this form and once approved, return to Finance via [travel@qcaa.qld.edu.au](mailto:travel@qcaa.qld.edu.au). For more information, please phone 07 3864 0493.

**Contact details of traveller:** The name entered below should match photo identification, e.g. driver licence.

Title:  Family name:  Given name:

School/Organisation:  Work phone:  Home phone:

Mobile:  Email:  BIC No:  Panel code:

Reason for travel:

Frequent flyer membership details

**All travel arrangements must be booked/confirmed by a QCAA Travel Booking Officer. For further information please see the QCAA Travel Policy**

- I will arrive before the start date and/or will be staying past the completion date for personal reasons — provide details in *Other comments*.
- I will travel with someone else — provide details in *Other comments*.

Other comments:

## Air travel

**24-hr clock, e.g. 14:30**

Date:  From:  To:  Pref Depart:  Pref Arrival:

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Date:  From:  To:  Pref Depart:  Pref Arrival:

**Note:** Electronic tickets need to be collected from airport of departure. Please choose flights carefully, as any changes will incur a rebooking fee and a new fare of equal or higher value.

## Car hire

**24-hr clock, e.g. 14:30**

Collect from:  Date:  Time:

Return to:  Date:  Time:

Collect from:  Date:  Time:

Return to:  Date:  Time:

The information you provide on this form will be used in administering and managing travel bookings as part of legislative functions described in *Education (Queensland Curriculum and Assessment Authority) Act 2014* (ss.9-20) and the *Financial and Performance Management Standard 2009* (s.19). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Personal information will be disclosed to relevant airlines, car hire companies, accommodation suppliers, government auditors and other authorised government agencies where legally required.

## Accommodation

If staying in private accommodation (a relative or friend's place of residence) at any stage, state dates below.

Date from:  Date to:

*Hotel booking details below: All travellers booked through QCAA are provided with a single room.*

### Hotel booking

Please provide the venue and address of your meeting and QCAA will book the nearest hotel.

Meeting venue details including address if known:

In date	Time	Out date	No. nights
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you require a car space at the hotel?

Yes  No

### Use of own vehicle: QCAA staff only — pre-approval to use own vehicle

To be eligible for payment of motor vehicle allowance, you are required to provide evidence to show that the vehicle is covered either by a comprehensive or third-party property damage insurance policy. The policy must be endorsed to indemnify the Qld Government against certain liabilities at law.

I wish to use my private vehicle for official travel and have provided an endorsed copy of my insurance policy with this booking form.

Travel start date:  Return date:  Est. km (incl. return):

From address:  To address:

### Use of own vehicle: QCAA Markers and Panellists only — to be completed only if claiming motor vehicle allowance. No insurance documentation required. Travellers use their car at their own risk.

Motor vehicle allowance will be paid at a rate of 37.5c per km, and is calculated from home to the QCAA location.

**QCS** markers will only be paid for one return journey to the marking centre or accommodation facility. QCS Markers must travel over 80 km in a return journey to be eligible to make a claim.

**Panellists** must travel over 50 km in a return journey to be eligible to make a claim.

Travel start date:  Return date:  Est. km (incl. return):  (use Google Maps for estimates)

From address:  To address:

## Approval

Name:

Position:

Signature: Financial delegate

Date:  Cost centre:  Analysis code:

## Traveller information

The traveller will receive a copy of their *Travel booking confirmation*. Please nominate a QCAA staff member to receive a copy of the travel confirmation if required:

cc Staff member:

## Travel booking officer use only

Travel booking officer:  Date:  Confirmation emailed:  cc: QCAA contact emailed: