



Department of Defence

# Student Booking Request

Date received

DBCT use only	
REQ	
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OPTR	

Travel mode approval must be signed by unit prior to sending this Student Booking Request (SBR) to Defence Business Centre Townsville (DBCT). A member may contact Qantas Business Travel (QBT) (131157) directly to make flight changes. If extra cost is incurred approval through unit to TC-A or NPTC-S during working hours is required before change. The 'After Travel Certification' (ATC) section must be signed after travel and if changes result in a debit or credit (*ie changes to meal allowance timings*) member must return the approved ATC to DBCT for further processing. When completed email this form to [TVL.PMCC@defence.gov.au](mailto:TVL.PMCC@defence.gov.au).

Course name <b>RAN STAFF AQUAINT COURSE</b>			Course PMKeyS number <b>201192</b>
Session number	Course start date	Course finish date	Location of course
Group reference		Minute reference	

### Member details

PMKeyS number	Rank	Family name	Given name
Posted unit and/or ship	Mobile and/or after hours number	Service	ROMAN vendor number

### Travel details

Mode of travel	Nearest airport	Current drivers licence	Kms from home to airport	Cabcharges held by parent unit
Make and/or model of vehicle	Engine capacity (cc)	Registration number	Passengers personal details	

### Forward journey

Approved leave dates	Date	Time departing location	Full address at departure point

### Return journey

Approved leave dates	Date	Time to home location	Full address from departure point

### Comments

Comments

### Allowances through pay system

Start date of field, sea or other allowance	End date of field, sea or other allowance	Number of days calculated
Accommodation		

### Course booking request approval

#### Recommendation of travel mode (Unit)

Signature	Name	Appointment	Date

Travel details will be emailed to the member or unit poc as listed below

Family name	Given name	Email address

**After travel certification**

Course name <b>RAN STAFF AQUAINT COURSE</b>			Course PMKeyS number <b>201192</b>
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**Member details**

PMKeyS number	Rank	Family name	Given name	
Posted unit and/or ship		Mobile and/or after hours number	Service	ROMAN vendor number

**Members point of contact**

Name	Appointment	Phone number	Date
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Where changes made have increased the budget for this travel the Proposal Approver (NPTS-S or TC-A) must sign this ATC. This ATC must be filed with the SBR for audit purposes. If changes to the timings of the itinerary effect allowances (*ie return from courses early*) this form is to be emailed to [TVL.PMCC@defence.gov.au](mailto:TVL.PMCC@defence.gov.au) for further processing.  
I certify that the approved journey has been undertaken in accordance with the details shown on the SBR.

Except for			
Traveller's signature	Name	Appointment	Date

**Proposal approver NPTC-S or TC-A**

Signature	Name	Appointment	Date
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# Student Booking Request

## Instructions for completion

Airline	Baggage allowance	Carry on
Aeropelican	20kg	7kg
Aerotropics	15kg	Nil
Airlink	15kg	3kg
Brindabella Airlines	NTL services 15kg ABX services 10kg	4kg
Dash 8	20kg	4kg
Jetstar	20kg	7kg
Macair	16kg	4kg
Qantas	32kg	7kg
Regional Express	15kg	7kg
Regional Pacific	16kg	4kg
Skywest	20kg	4kg
Sunshine Express	16kg	Nil
Virgin Blue fully flexible fare	32kg	7kg x 2

### Leave

- Travel to and/or from approved leave locations and back to back courses may be booked if requested.

### Service accommodation

- Booked through Unit, Course Manager or Shopfront. Navy - A non availability chit must be provided to DBCT before booking of alternative accommodation.

### Excess baggage authority

- Navy - NPTC-S and ARMY - TC-A. Note: Excess baggage charges due to the member changing the original bookings must be paid for by the member unless authorised.

### Swords

- Moved as cargo as 'attractive items'. Sword boxes may be provided by the air carrier by contacting the Airport Duty Manager or the Baggage Services Master at the airport.

### Personal weapons

- Are to be moved in accordance with [Protective Security Manual \(SECMAN\)](#)

### Trunks

- Do not conform to the restrictions on dimensions and weight and are not accepted as free luggage.

### Colours and banners

- Colours and banners are to be moved in their case and if possible observed being loaded and unloaded from the aircraft.

### Administration

- Members must inform QBT of intent of 'no show' and inform the DBCT if ground transport is no longer required. Service Transport is to be utilised when available. Travel documentation must be retained on the members corporate file as per departmental policy.