



**Australian Government**  
**Department of Defence**

# Travel Requisition / Order

• Attach a list if insufficient space in any box.

Originating unit or branch and location			Requisition number or reference		
Account code	Cost centre	Work breakdown structure number			Internal order/fund number

**Point of contact** (eg PA, ES, Travel clerk)

Printed name	Email	Phone
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**Member's personal details**

Is the member travelling? Yes  No

Family name	Given name(s)	Rank or title	Employee ID	Gender	Vendor number	Categorisation	Airline lounge or frequent flyer membership

**Member's contact details**

Work phone	Home phone	Mobile phone	Email
Home address			
Type of travel (eg reunion, etc)			Official duty times
Authority for travel			APS designation
Full departure address		Full destination address	

**For international travel only**

Date of birth	Official passport number	Expiry date
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**Other traveller personal details** (Complete only for travellers that are not the member)

Family name	Given name(s)	Rank or title	Gender	Age (Dependent children only)	Airline lounge or frequent flyer membership
Full departure address					

**Air transport**

Type Commercial <input type="checkbox"/> Service <input type="checkbox"/>			Have bookings been made? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Departure			Flight number	Class of travel	Arrival	
Date	Local time (24hr clock)	Origin			Date	Local time (24hr clock)
Reservation reference number and additional requirements (To be filled in by travel clerk)						

**Excess baggage**

Is excess baggage required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Weight of excess baggage required?	Kgs
Justification for excess baggage - In accordance with <a href="#">PACMAN Volume 2, Chapter 9, Part 1, Clause 9.1.7</a>		

**Surface transport** (Include hire car, service vehicle, taxis, rail etc)Have bookings been made? Yes  No 

Type of transport (Taxi, rail, bus etc)	Pick-up		Self drive (Yes/No)	Pick-up point (Full address)	Drop-off		Drop-off point (Full address)	Reservation reference number
	Date	Local time			Date	Local time		

**Accommodation details**Have bookings been made? Yes  No 

Type of accommodation (Commercial or service)	Name and location	Cost	Check-in		Check-out date
			Date	Local time (24hr clock)	

**Own means** (Please complete this section if you wish to apply for permission to use a private motor vehicle)

Engine capacity (cc)	Rotary engine Yes <input type="checkbox"/> No <input type="checkbox"/>		Vehicle registration number		Towable items (Removal only)
Departure			Arrival		
Time	Date	Location (Full address)	Time	Date	Location (Full address)

**Member's signature - I have read and understood my Travel Requisition/Order.**

Signature	Date
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**Recommendation - Travel as requested is recommended.**

Signature	Printed name	Position	Position number	Date
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**Proposal approver - Travel as requested is approved.** (Approval not to be signed, unless Recommendation is completed)

Own means travel is approved with the knowledge and understanding of <a href="#">PACMAN Volume 2, Chapter 9, Part 6, Division 1</a> and <a href="#">Defence Road Transport Instructions</a> .					Acknowledged <input type="checkbox"/>
					Not applicable <input type="checkbox"/>
Signature	Printed name	Position	Position number	Date	

**Funds availability**

A PY010 - Cost Comparison - Duty Travel/Leave should be completed to calculate Vehicle Allowance (VA) for own means travel.

<b>Estimated cost of travel (\$)</b>	Fares	TA	VA	Car hire	Total
Cabcharge or taxi	Parking	Toll fees	Mess fees	Other	

**Financial delegate**

I certify that funds are available.

Signature of authorising officer	Printed name	Position	Position number	Date
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**After travel certification - I certify that the approved journey has been undertaken in accordance with the details shown above.**

Except for	
Signature	Date