

Annex 10 Travel Request Form

## IAEA Travel Request Form

<i>Name (as in Passport), and Personnel Number:</i>		<i>Document Type:</i>	
<i>Grade</i>		<i>Purpose</i>	
<i>Phone Number Office:</i>			
<i>Private Cell:</i>			
<i>Email address:</i>			
<i>Contact Person.:</i>			
<i>Itinerary:</i>	<i>From:</i>	<i>Duty Period:</i>	<i>Begin date:</i>
	<i>To:</i>		<i>End date:</i>
<i>LLF:</i>	<i>Booked:</i>	<i>Ticket Number:</i>	
	<i>Issued:</i>	<i>Lower Option:</i>	
<i>Final Itinerary as booked (copy from Amadeus booking) and Fares Notes:</i>			
<i>Rental Car: Yes <input type="checkbox"/> No <input type="checkbox"/></i>			
<i>Other expenses (e.g. Excess Luggage): Yes <input type="checkbox"/> Describe _____ No <input type="checkbox"/></i>			
<i>Staff Release:</i>	<i>Unit</i>	<i>Funding approval:</i>	<i>Allotment</i>
	<i>Section</i>		
	<i>Division</i>		<i>Department</i>
	<i>Department</i>		
<i>PTAEO code:</i>			
<i>Notes:</i>			

Make additional copies as needed

This form should be completed by teh AO/AA and provided to Amex and/or Travel Unit or the IAEA Crisis Management Group (if ATLAS is unavailable).