

AIR TICKET BOOKING REQUEST FORM

(For tickets to be booked through Balmer Lawrie & Co. Ltd.)

Employee details	
Name of employee:	
Whether Booking for Self? Yes/No	
Employee ID:	
Designation:	
Department/Section:	
Mobile number:	
Email ID:	
Name and Designation of official for whom ticket is booked (if different from requester):	
Journey details	
Purpose of travel (official only):	
From (city/airport):	
To (city/airport):	
Date and Time of onward journey:	
Preferred time of departure:	
Flight No:	
Date of return journey (if applicable):	
Preferred time of return:	
Flight No:	
Class of travel: Economy / Premium Economy / Business	

Declaration:

I undertake to submit the travel claim and supporting documents within three (03) working days of completing the journey. Failing this, the expenditure will be borne by me as per the office circular.

Signature of employee: _____

Date: ____ / ____ / ____

Approved by Competent Authority: _____