CAR HIRE BOOKING FORM

**All sections of this form must be completed for a booking to be made. Incomplete forms will be sent back delaying availability searches & booking.**

**SEND COMPLETED FORMS TO:** [north.rail@travelctm.com](mailto:north.rail@travelctm.com)

**DRIVER INFORMATION**

Names provided must match ID

|  |  |
| --- | --- |
| Employee Number |  |
| Drivers Surname |  |
| Drivers First Name |  |
| Email Address |  |
| Mobile Number |  |
| Company |  |
| Is the driver 25-30 or 30+ |  |
| Drivers Driving License Number |  |

**Vehicle Class**

The following information is mandatory

|  |  |
| --- | --- |
| Make |  |
| Model |  |
| Manual / Automatic |  |
| Vehicle Type (Car, SUV, People Carrier, Van) |  |
| Number Of Passengers |  |

**COST CENTRE INFORMATION**

The following information is mandatory

|  |  |  |  |
| --- | --- | --- | --- |
| Cost Centre | Account Code | Project/Grade Code | Reason for Travel |
|  |  |  |  |

Unless stated and to comply with your travel policy all car hire will be booked at the cheapest fare available at the time of booking.

Car hire bookings are supplied on the understanding that your line manager has approved your travel arrangements.

CAR HIRE MAY BE RESTRICTED AND NON-REFUNDABLE – DOUBLE CHECK WITH CTM NORTH IF YOU ARE UNCERTAIN

**ITINERARY REQUIRED**

|  |  |  |
| --- | --- | --- |
| Pick-Up Location | | |
| Date | Time\* | (Postcode & Full Address) |
| Return Location | | |
| Date | Time\* | From (Postcode & Full Address) |

**\*If exact time not known please give an estimate**