CAR PARKING 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

**PASSENGER INFORMATION**

Names provided must match ID

|  |  |
| --- | --- |
| Employee Number |  |
| Surname, First Name, Title |  |
| Email Address |  |
| Mobile Number |  |

**BOOKING INFORMATION**

Names provided must match ID

|  |  |
| --- | --- |
| Company Name |  |
| Bookers Name |  |
| Bookers Phone Number |  |
| Bookers Email Address |  |
| Passenger Email Address |  |

**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, parking will be issued at the cheapest fare available at the time of booking.

Parking supplied on the understanding that your line manager has approved your travel arrangements.

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

**ITINERARY REQUIRED**

|  |
| --- |
| Outbound |
| Entry Date & TimeExit Date & Time | Airport:Terminal: | Type of Parking required (Short or Long Stay) | Vehicle Registration Number:Vehicle Make & Model: |
| Return |
| On or Off Airport Parking? | Outbound Flight Number: | Return Flight Number: | If Meet & Greet parking is selected, please note that vehicle keys will need to be left with the airport parking staff and CTM will not be liable for any losses. |

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