



V1.1

# SEASON TICKET 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)

## PASSENGER INFORMATION

Names provided must match ID

Employee Number & Organisation	
Surname, First Name, Title	
Email Address	
Mobile Number	
National Rail ID NUMBER	
Bookers Name	
Bookers Phone Number	
Bookers 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 all tickets will be issued at the cheapest fare available at the time of booking. Travel tickets are supplied on the understanding that your line manager has approved your travel arrangements.

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

## DELIVERY INFORMATION

The following information is mandatory

Recipient	
First line of address	
Second line of address	
County	
Postcode	
Country	
First Class Post or Next Day by 1pm	



**ITINERARY REQUIRED**

Outbound Station
Return Station
Season Ticket Duration (Weekly / Monthly / Annual)

\*If exact time not known please give an estimate