# OFFICE OF THE PREMIER

## INTERNAL REQUEST FOR ACCOMMODATION

**Instructions:**

1. Fill in this form in black ink. 2. Use block letters. 3. Mark the appropriate blocks with an X. 4. Fax a copy of approved request to hotel/travel agency to confirm booking. 5. Original form plus copy to be sent to hotel/travel agency. 6. Hotel/travel agency to attach approved request form to invoice and submit to financial section.

### PARTICULARS OF APPLICANT

1. Surname and Initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Division/Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### DETAILS OF JOURNEY

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###### ACCOMMODATION DETAILS

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| Hotel Name | Arrival Date | Arrival Time | Departure Date | Departure Time |
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|  |  |  |  |  |
| Credit Card No. (where required) | | | | |

###### DETAILS FOR BOOKING OFFICER

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| .  1. Surname and Initials:  2. Rank**:** 3. Division/Unit**:**  y y m m d d  4. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Date: |
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E. APPROVAL

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| 1. I hereby certify that the above information is true and correct and that the arrangements made, on my  behalf, have met my approval.  y y m m d d  2. Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Date:  4. Application to undertake official journey as detailed in section B and C is hereby  5. Approved: X 6. Not Approved:  7. Surname: 8. Initials:  y y m m d d  9. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10. Date:    11. Rank: 12. Division/Unit: Finance |
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