BOOKING FORM

(To be sent to the travel agent by e-mail (~~........@............~~) when you are making reservations. Use the "tab key" to move around in the table.)

Personal Information

Family name as in passport		First name as in passport	
Authorizing entity at the UPU:		☐ DRH/DCDEV ☐ PTC ☐ EMS	
Authorizing official's e-mail address:			

Flight details

Outbound flight			
From airport		To airport	
Departure date		Latest arrival date	
Preferred time		Latest arrival time	
Is **outbound** travel date flexible?	☐ No ☐ Yes	If so, by how many days	+/- 1 day ☐ +/- 2 days ☐ +/- 3 days ☐
Return flight			
From airport		To airport	
Departure date		Latest arrival date	
Preferred time		Latest arrival time	
Is **return** travel date flexible?	☐ No ☐ Yes	If so, by how many days	+/- 1 day ☐ +/- 2 days ☐ +/- 3 days ☐
Next trip to the same destination? This could be used for back-to-back tickets. Please give date(s):			
Additional comments			

Train

From station		To station	
Departure date		Return date	
Preferred time		Preferred time	
One way or return	☐ One way ☐ Return ticket	Half-price season card	☐ No ☐ Yes, valid until:
Seat reservations	☐ No ☐ Yes		
Additional comments			

Hotel

City		Preferred location	
Date (from)		Date (to)	
Room type	☐ Single ☐ Double	Non-smoking room	☐ Yes ☐ No
Additional comments			