

Please complete all relevant sections and forward this form to the Workers Care Coordinator on fax: 1300 738 583 or email: requests.workers-care@icare.nsw.gov.au

1. Traveller's details

First name	Surname
Mobile phone	Worker number
Email address	Claim number (if known)
Reason for travel	

2. Emergency contact details

First name	Surname
Phone number	Relationship

3. Flight booking

Outgoing flight

Flight date	Departure time
Departure location	Arrival location
Flight number (if known)	Luggage requirements (kg)

Note: No single item of checked baggage may exceed 32kg

Return flight

Flight date	Departure time
Departure location	Arrival location
Flight number (if known)	Luggage requirements (kg)

Note: No single item of checked baggage may exceed 32kg

Please note: the cheapest available fare will be booked for the day of travel. If there is a reason why this is not possible, please advise below...

4. Accommodation booking (icare will pay for accommodation and parking only, any other costs incurred will be paid for by the traveller)

Number of nights required Preferred hotel / location

Check-in date Check-in time Check-out date

Number of bedrooms Number of people

Special sleeping requirements: please specify bed configuration Accessible room required Parking required

5. Car hire booking (for taxi etickets, please use cabcharge booking form)

Driver is over 25 years old Driver is fully licensed Pick-up location

Pick-up date Pick-up time

Drop-off date Drop-off time Drop-off location

Car size:

Small Medium Large Wagon Other

Transmission type:

Automatic Manual GPS (if available) Child car seat

6. Taxi Etickets/Vouchers (each line item is for one-way travel, if return trip, please complete two lines. Maximum 10 vouchers can be given at a time. If more is required please complete cabcharge Request Form)

Select Cabcharge type: E-ticket Voucher

If unable to use e-tickets or vouchers please specify type required:

Total number of e-tickets/vouchers requested:

Purpose of Trip	Destination From	Destination To	No. of e-tickets/vouchers

7. Approval (icare use only)

Travel listed on this form approved by

Name Date

Travel listed on this form actioned by

Name Date