**BOOKING FORM TRAVEL**



|  |  |  |
| --- | --- | --- |
| Name/Surname Traveler | Ph. -  | Allocate |
|  |  |  |
| Requested by: | Ph. | Fax | e-mail: |
|  | 02-29060603 |  | travel@hackingteam.it |
| Delivery Date: | To |
|  | HT Srl – Via della Moscova, 13 – 20121 Milano |
| **FLIGHT TICKET DATA** |
| **Departure Date** | **From / To** | Airline and Flight Number | Departure time**Requested** | Arrival Time Requested |
|  |  |  |  |  |
|  |  |  |  |  |
| **Please specify travel details to considered in booking your flight (e.g. Destination airport, time of departure “*not before …”* or “*not later than….”***  |

###### TRAIN TICKET DATA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Departure Date** | From/To | Class Type | Train Number | Departure Time | Arrival Time |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**HOTEL RESERVATION DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| **City** | **Check-in** | **Check-out** | **Room Type** |
| *Hotel (SPECIFY AT LEAST THE HOTEL AREA)* |  |  |  |
| *Meeting Room* |  |  |  |
| *Pick-up (from Airport to hotel)* |  |  |  |
| *Pick-up (from hotel to Airport)* |  |  |  |
|  |  |  |  |

###### CAR RENTAL DATA

|  |  |  |  |
| --- | --- | --- | --- |
| **Pick-Up**  | Drop-Off  | Driver | Car Type |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| ***Date***  | ***Requested by Antonella Capaldo*** |
| ***Date*** | ***Approved by*** |