MANAAKI NEW ZEALAND SCHOLARSHIPS INITIAL TRAVEL FORM

VICTORIA UNIVERSITY OF WELLINGTON • NEW ZEALAND

VICTORIA UNIVERSITY OF WELLINGTON TE HERENGA WAKA NEW ZEALAND

NEW ZEALAND | MANAAKI NEW ZEALAND SCHOLARSHIPS

DEVELOPING CAREERS COMMUNITIES COUNTRIES

Please send your completed travel booking form to vuw@travelctm.com, and attach a scanned copy of your passport (personal details page) and student visa.

1. **TRAVEL WILL BE BOOKED ON THE MOST ECONOMICAL AND DIRECT FLIGHTS.**

- You may not request any stop overs to travel with specific airlines, or via specific routes.

2. **ALL STUDENTS' TRAVEL IS TO BE BOOKED VIA CTM.**

- Travel booked independently of CTM will not be reimbursed.

3. **IF YOU WISH TO TRAVEL WITH FAMILY, YOU CAN ARRANGE THIS USING ONE OF TWO METHODS:**

- Request CTM to book family members on the same itinerary (at student's expense)
- CTM books your flights first, then you make a separate booking for your family on the same flights through another travel agent or directly with the airline.

4. **TRAVEL FORMS MUST BE SUBMITTED AT LEAST SIX WEEKS PRIOR TO TRAVELLING.**
5. **BE FLEXIBLE WITH DATES. THIS ALLOWS CTM THE OPPORTUNITY TO FIND WELL-PRICED, DIRECT FLIGHTS FOR YOU.**

STUDENT'S DETAILS

TITLE

FIRST NAME (as shown in passport)

MIDDLE NAMES (as shown in passport)

SURNAME (as shown in passport)

SEX ☐ Male ☐ Female ☐ Gender X (Gender diverse)

DATE OF BIRTH

HOME PHONE

MOBILE PHONE

EMAIL ADDRESS

HOME ADDRESS

PASSPORT DETAILS

NATIONALITY

PASSPORT NUMBER

PLACE OF ISSUE

DATE OF ISSUE DATE OF EXPIRY

FLIGHT DETAILS

PREFERRED DATE OF DEPARTURE

DEPARTURE LOCATION (nearest airport)

ARRIVAL LOCATION

Wellington, New Zealand

SPECIFIC REQUESTS FOR THIS BOOKING

You may not request any stop overs to travel with specific airlines, or via specific routes.

DIETARY RESTRICTIONS OR ALLERGIES (describe)

MOBILITY REQUIREMENTS (describe)

OTHER REQUESTS

BAGGAGE:

One standard bag is covered by the scholarship. **Extra luggage cannot be purchased on all flights.** If extra luggage can be booked, would you be interested at buying more at your own cost.

YES ☐ NO ☐

I UNDERSTAND THAT:

- my preferred dates may not be available
- my flights will be booked according to the Scholarship guidelines
- I will have the chance to check and confirm my itinerary
- once my itinerary is confirmed, no changes are permitted
- if I absolutely must change my booking, I must pay any additional expenses.

I HAVE ATTACHED A COPY OF MY:

☐ PASSPORT (personal details page, required)

☐ STUDENT VISA (if applicable)

SCHOLARSHIPS CODING (OFFICE USE ONLY)

- Approver select one option only

Cost Centre	2053	Approver	☐ Ryan Stuart
Project Code			☐ Josh Ruddock
			☐ Vivian Wei
			☐ Ayse Altin-Wohlleben

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