WESTERN SYDNEY UNIVERSITY

Already a frequent flyer?

Membership/FF no:_____

AIRLINE CLUB CORPORATE MEMBERSHIP APPROVAL

Form to be completed by staff member seeking approval of Qantas OR Virgin Club membership
Submit to Dean /Deputy Vice-Chancellor for approval

For Qantas

- Attach a completed "Qantas Club (Company) Membership Application" form (refer www.qantas.com.au or Travel webpages)
- Corporate MasterCard details can be supplied upon application to the University Travel Team to ensure prompt processing of application.
- Send/email both approved forms to the University Travel Team travel@westernsydney.edu.au who will arrange initial membership and payment. Renewals will be sent directly to staff.

For Virgin

- Send/email this form and the Velocity number to the Travel Team travel@westernsydney.edu.au to initiate the University membership offer.
- Membership applications will be emailed to the member. Renewals will be sent directly to staff.

PLEASE PRINT

Name of Officer: _____ **Employee Number**: _____

Position: _____ **Contact Phone No**: _____ **Fax**: _____ **E-mail**: _____

School/Unit/Bldg: _____

Details of international travel undertaken on University business in the last 12 months:-

Date of Travel	Duration Overseas	Country/s	Brief Description of Purpose of Travel

Forecast domestic and overseas travel in the next 12 months:-

Estimated No. of trips	Purpose/s

Accounts to be charged with membership costs:-

CENTRE	PROJECT	ACCOUNT	ENTITY	AMOUNT	ACCOUNT NAME

NB:for Qantas applications, the University corporate credit card details are to be written on Qantas Club Individual Corporate Application form®

Dean/DVC Approval/RLS (Application approved and fees to be charged to account shown)

Name/Title: _____ Signature: _____ Date: ____/____/____