

Step One ***Plan your Travel***

Prepare an estimated budget. Quotes for airfares, accommodation and car hire must be obtained from Corporate Travel Management CTM (Domestic and International Travel).

Contact details for (CTM) are on the attached. Please Note: no bookings are to be made at this time only quotes.

Step Two ***Complete Travel Request Form***

This form can be found on the JCU homepage, Type *Travel Request Form* in the search bar (top right hand corner) or email ghmsadmin@jcu.edu.au for a form.

Note: High Importance Please check

You will receive an email confirmation of your form within 48 hours.
Once processed, you will receive a Travel Request number.

Forms that are not digitally signed will be returned.

Step Four ***Booking Travel***

Confirm your travel bookings through Corporate Travel Management (CTM) for domestic travel or international bookings CTM MUST receive the travel request number all TmMs

Office Hours: Monday to Friday, 0800 to 1800 hours

Phone: 1300546094

Email: jcu@travelctm.com

24 Hour Emergency: Toll Free 1800 663 622

Calls from outside (H) 190 AEsral

CTM CONTACT SHEET PREPARED FOR JAMES COOK UNIVERSITY

FEBRUARY 2016

The following information will assist when arranging travel through CORPORATE TRAVEL MANAGEMENT

DEDICATED TEAM			
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