WEBRES MULTIPLE STAFF ACCESS FORM

To provide the best possible service, please complete and return to Phil Hoffmann Corporate Travel at your earliest convenience.

Please complete and email/post to daniellef@pht.com.au

PLEASE FILL IN THE YELLOW AREAS & WHERE APPLICABLE MARK WITH AN 'X'.

AUTHORISED STAFF MEMBER DETAILS																			
Mr		Mrs		Ms		Miss		Dr		Prf		Mstr		Sir		Lady			
First Name:																			
Surname:																			
Job Title:																			
Email Address:																			
Contact Phone:								Contact Mobile:											
Employee Type:																			
Email Address for Invoice:																			
Preferred Email Format:	PDF:			HTML:				Text:				RTF:							
Authorised to Book Travel:	Yes:					No:													
Authorised for Reporting Access	Yes:					No:													

STAFF MEMBERS TO BE LINKED TO AUTHORISED PERSON			
Title	First Name	Surname	Personal Email Address*

This cannot be a generic email address.
Every traveller must have an individual email address.