

Firm: Fac./Inst./ Dir./ ..... if nec. CUST. NO.		TU Dresden		To: Amex GBT	
Purchaser: Tel: Email:		Please fill in!		Email de.TeamB.travel@amexgbt.com	
<input type="checkbox"/> Booking order - rail, flight, hotel, hire car (approved business trip request/confirmation of cost coverage attached)		<input type="checkbox"/> Enquiry only (flight, hotel, hire car)		<input type="checkbox"/> Amendment	
				<input type="checkbox"/> Cancellation	
<b>Traveller:</b>		Tel. no. for queries:		ID number (SEN, HON, ETIX, FFL; if known - unless already provided)	
Name/forename title/form of address		Cost centre/ PSP-element			
1.					
2.					
<b>Flight</b>					
Flight number (if known)	Date	Route		approx. departure time	approx. arrival time
<b>Fare</b>			Please note that specific <b>entry requirements (e.g. visa obligation)</b> apply for entry into certain countries. For more information, please directly contact FCm DER Travel Solutions!		
Economy - as low as possible <input type="checkbox"/>					
Business - exceptions only! <input type="checkbox"/>					
<b>Baggage (for checking in):</b> no <input type="checkbox"/> yes <input type="checkbox"/> - quantity of luggage:					
<b>Rail (Bahn Tix)</b>		<input type="checkbox"/> 2nd class <input type="checkbox"/> (1st class for foreign business trips only or for work-related - previously approved - reasons)		<input type="checkbox"/> For actual use	
				<input type="checkbox"/> For flight/rail cost comparison only	
Train number (if known)	Date	Route		approx. departure time	approx. arrival time
<b>Bahncard (BC)</b>	Traveller 1: 2nd cl. <input type="checkbox"/> /1st cl. <input type="checkbox"/>	<input type="checkbox"/>	Traveller 2: 2nd cl. <input type="checkbox"/> /1st cl. <input type="checkbox"/>	<b>For seat reservation:</b>	
	BC 25 <input type="checkbox"/> <b>BC-Business 25</b> <input type="checkbox"/>	<input type="checkbox"/>	BC 25 <input type="checkbox"/> <b>BC-Business 25</b> <input type="checkbox"/>	Open saloon <input type="checkbox"/> Window <input type="checkbox"/> Aisle <input type="checkbox"/>	
	BC 50 <input type="checkbox"/> <b>BC-Business 50</b> <input type="checkbox"/>	<input type="checkbox"/>	BC 50 <input type="checkbox"/> <b>BC-Business 50</b> <input type="checkbox"/>	Compartment <input type="checkbox"/> Quiet Zone <input type="checkbox"/>	
				Table <input type="checkbox"/> Phone Zone <input type="checkbox"/>	
Bahncard no.:			Valid until:		
<b>Budget fare specifically requested!</b> <input type="checkbox"/>					
I am aware of the risks of booking budget fares! (Restricted to a specific train! No rebooking! No cancellation!)					
<b>Hotel</b>			<input type="checkbox"/> on account of TUD per voucher <input type="checkbox"/> Direct payer		
from - until	Place	Hotel/cat./max. price			
Location (e.g. nearby):					
Single room <input type="checkbox"/> Double room <input type="checkbox"/>					
<b>Hire car abroad</b>			<input type="checkbox"/> on account of TUD <input type="checkbox"/> Direct payer		
Place(s):		Period:	Category:		
Special requests (e.g. navigation system):					
<b>The delivery of travel documents and information will be made by e-mail.</b>					
Further information:					
Signature of purchaser					