

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	
Traveller:		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.					
Flight					
Flight number (if known)	Date	Route		approx. departure time	approx. arrival time
Fare Economy - as low as possible			Please note that specific entry requirements (e.g. visa obligation) apply for entry into certain countries.		
<input type="checkbox"/> next higher class (e.g. Premium Economy or possibly Business, if Premium or similar is not available) expressly desired - only direct payer or in case work-related and approved reasons					
Baggage (for checking in): no <input type="checkbox"/> yes <input type="checkbox"/> - quantity of luggage:					
Rail (Online ticket)		<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
Bahncard (BC)	Traveller 1: 2nd cl. <input type="checkbox"/> /1st cl. <input type="checkbox"/> BC 25 <input type="checkbox"/> BC-Business 25 <input type="checkbox"/> BC 50 <input type="checkbox"/> BC-Business 50 <input type="checkbox"/>	Traveller 2: 2nd cl. <input type="checkbox"/> /1st cl. <input type="checkbox"/> BC 25 <input type="checkbox"/> BC-Business 25 <input type="checkbox"/> BC 50 <input type="checkbox"/> BC-Business 50 <input type="checkbox"/>	For seat reservation: Open saloon <input type="checkbox"/> Window <input type="checkbox"/> Aisle <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:			
Budget fare specifically requested! <input type="checkbox"/> I am aware of the risks of booking budget fares! (Restricted to a specific train! No rebooking! No cancellation!)					
Hotel abroad (if unavoidable and only possible as direct payer)					
from - until	Place	Hotel/cat./max. price			
Location (e.g. nearby):					
Single room <input type="checkbox"/> Double room <input type="checkbox"/>					
Hire car abroad (only possible as direct payer)					
Place(s):		Period:	Category:		
Special requests (e.g. navigation system):					
The delivery of travel documents and information will be made by e-mail.					
Further information:					
Signature of purchaser					