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020 8865 1942 | [enquiries@generalpracticesolutions.net](mailto:enquiries@generalpracticesolutions.net)

## TRAVEL AND ACCOMODATION REQUEST

PLEASE NOTE FIRST CLASS TRAVEL CANNOT BE BOOKED

Name	
Contact Number	
Email Address	
Type of activity (meeting / provider location / training)	
Client provider name	
Customer relations manager	

TRAVEL REQUEST					
Outward travel					
Travel date	Departure station	Arrival station	Departure after / Arrive before time	Seat preference: forward/backward/middle /quiet coach	<u>London only</u> Travel zone required? Y/N
Return travel					
Travel date	Departure station	Arrival station	Departure after / Arrive before time	Seat preference Forward/backward/middle /quiet coach	<u>London only</u> Travel zone Required? Y/N
Do you have an Oyster card? <i>(You must provide a receipt and claim via expenses. If you register your Oyster card on the TFL website you can obtain a printed record of Journeys made in the last month)</i>					
Do you have a railcard? If so, what type? <i>(16-25, two together, family &amp; friends, senior, disabled persons)</i>					
Approximate journey time (if known)					
Address and postcode for delivery of tickets <i>(Tickets over the value of £50.00 or processed within 5 working days of travel will be issued as Ticket on departure)</i>					
Date tickets required by					

HOTEL BOOKING REQUEST	
Date of arrival	
Number of nights	
Client provider location/postcode	
Preferred hotel/postcode <i>(Please note if your preferred hotel is unavailable we will book an alternative hotel close to the inspection site)</i>	
Special requirements <i>(eg access)</i>	
Home postcode: <i>(This is required to ensure accommodation is not booked when you could reasonably travel on the day)</i>	

Please email your completed form to

[FWO@generalpracticesolutions.net](mailto:FWO@generalpracticesolutions.net)

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October 2022

LRD: October 2022