

RAIL TICKET BOOKING FORM

Please use this form for **RAIL TICKET BOOKING** information only.

JOURNEY

Journey Date: [Click here to enter a date.](#)
Return Date (if different from above): [Click here to enter a date.](#)
Departure Station: [Click here to enter text.](#)
Arrival Station: [Click here to enter text.](#)

Please select the most appropriate ticket option.

Return Ticket has specified train times for departure at all stations.

Open Return is where the departure times are open and you can take any train there and back.

Single is a one way ticket and can have a specified departure time or not like the Open Return.

Return Ticket: Departure Time (Outward): [Click here to enter text.](#) (Return): [Click here to enter text.](#)
Open Return:
Off-Peak Return: Departure Time (Outward): [Click here to enter text.](#) (Return): [Click here to enter text.](#)
Single (One Way): Departure Time (Outward): [Click here to enter text.](#)

Rail Card (Please tick if you wish to use your own rail card such as Network Gold Card, Scottish Youth, Disabled Adult etc) you will not be charged, however you must take you card with you when you travel:

Please state which card you are using: [Click here to enter text.](#)

ONWARD TRAVEL IN EDINBURGH OR GLASGOW

Bookings for the following can be made at the same time as rail travel.

Edinburgh Plus Bus (Including Tram): Gives you unlimited Lothian Bus or Tram Travel (except to/from Edinburgh Airport).
Glasgow Plus Bus : Gives you unlimited Bus travel on First, McGill's and Stagecoach bus services.

PASSENGER DETAILS

Cost Centre must be included and can be obtained from your Line Manager

1. Passenger Name: Click here to enter text. Cost Centre: Click here to enter text. Reason for Travel: Click here to enter text.	2. Passenger Name: Click here to enter text. Cost Centre: Click here to enter text. Reason for Travel: Click here to enter text.
3. Passenger Name: Click here to enter text. Cost Centre: Click here to enter text. Reason for Travel: Click here to enter text.	4. Passenger Name: Click here to enter text. Cost Centre: Click here to enter text. Reason for Travel: Click here to enter text.
5. Passenger Name: Click here to enter text. Cost Centre: Click here to enter text. Reason for Travel: Click here to enter text.	6. Passenger Name: Click here to enter text. Cost Centre: Click here to enter text. Reason for Travel: Click here to enter text.

TICKETS

Which method of ticket delivery do you require?

Posted to you FREE of CHARGE if purchased more than 5 days in advance:
Self-Service (Ticket on Departure):

- Tickets can be collected and printed from any ticket machine which doesn't have to be the departure station.
- You will need a chip and pin card to retrieve the ticket, e.g. personal debit or credit card, but you will not need to enter your pin number.
- No money will be taken from the card; it just needs the chip to activate the machine. If you don't have a card you won't be able to get your tickets.
- You will also need the booking number.

AUTHORISATION FOR TRAVEL

Your Managers Authorisation will be required

Managers Name: [Click here to enter text.](#)
Managers Post Title: [Click here to enter text.](#)

Please send to the appropriate "Booker" for your service area. List available on the intranet.