**Application for International Duty Travel**

This form must be counter-signed by your employer before it is submitted to RST.

RST require at least 14 days’ notice although we will attempt to assist if this is not possible.

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| --- |
| **Employee details** |
| Title |  | Address |  |
| First Name |  |  |
| Last Name |  |  |
| Home Phone |  |  |
| Mobile Number |  | Postcode |  |
| Email: |  |
| **Railways over which free duty travel is requested** |
| Undertaking / Carrier | Outward Travel Date | Inward Travel Date | Sleeper From | Sleeper To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Please use the undertaking / carrier cod or /name as published in the *Travel Tips For Europe* guide |
| **Reason in full for application** |
|  |
| Class of Travel: |  |  |

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| **Declaration** |
|[ ]  By checking this box:* I confirm that all details provided are correct.
* I apply for the continental duty travel as requested above.
* I understand that I am responsible for the correct use of rail staff travel facilities and that such use is subject to the Conditions of Issue and Use [www.raildeliverygroup.com/rst/conditions-of-issue-and-use](http://www.raildeliverygroup.com/rst/conditions-of-issue-and-use) .
* I further understand that Rail Staff Travel’s privacy information is available at [www.raildeliverygroup.com/rst/rst-privacy](http://www.raildeliverygroup.com/rst/rst-privacy) and that I have read it
* If I am in any doubt about eligibility, I understand that I MUST check and that any attempt to obtain or use rail staff travel facilities fraudulently may result in disciplinary action and/or legal proceedings and/or permanent withdrawal of all rail staff travel facilities for myself and all of my dependants.
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| Date |  |
| Employee Signature: |  |

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| **Authorised by employer** |
| Authoriser name (block caps) |  | Authoriser job description |  |
| Authoriser signature |  | Date |  |