**International Accommodation Request Form**

**Terms and Conditions**

1. The ANSTO User Office New South Wales can assist international facility users in booking accommodation for their experiment/s. International facility users will be responsible for paying for their accommodation.
2. This form must be completed at least 4 weeks prior to travel to ensure appropriate processing time. The form can be submitted via email user.office.nsw@ansto.gov.au
3. Check-out time is strictly 10am. If a late check-out is required, an additional night must be booked.
4. Individuals are responsible for charges such as additional nights, meals, phone calls and dry cleaning.
5. Any changes to a booking or cancellation requests need to be submitted at least 48 business hours prior to scheduled check-in time. Failure to advise the ANSTO User Office of non-attendance will result in the facility user(s) incurring the accommodation charges.

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| **Proposal Details** |
| **Proposal ID** |  |
| **Proposal Title** |  |
| **Scheduled Dates** |  |
| **Details of all users included in this application** |
|  | **Person 1** | **Person 2** | **Person 3** |
| **Full Name** |  |  |  |
| **Email Address** |  |  |  |
| **Phone contact** |  |  |  |
| **Organisation** |  |  |  |
| **Departure City** |  |  |  |
| **Accommodation Requirements**If additional accommodation is required, contact the ANSTO User Office (02 9717 9111) |
| **Check in date** |  |  |  |
| **Check out date** |  |  |  |
| **Check in time** | 14:00 | 14:00 | 14:00 |
| **For Office Use Only** |
| **Reference Number** |  |  |  |
| **PO Number** |  |  |  |