

Employee Travel ID

Travel information:

Booked Hotel: _____

Arrival date: _____

Departure date: _____

N° of rooms (*max 3 rooms*): _____

N° of guests (*max 2/room*): _____

Reservation Confirmation Number in AHS system: _____

Employee information:

Please enter your details, the name of your workplace (property's name with city + country/ Regional / Corporate office with city + country) and approve the document with a stamp from your HR department or your General Management.

First name: _____

Last name: _____

Workplace: _____

City: _____

Country: _____

Approval Date (*No longer than 3 months from your arrival date*): _____

Employee:

Name & Signature:

Workplace:

Name of signatory person

Stamp & Signature:

This **Employee Travel ID** must be presented upon check-in, otherwise, the best public rate will be applied instead.