

Commercial Flight Request

Request Date	/ /2026
Reason for travel?	
Reason why traveller is unable to travel by BMA Charter Flight	
<i>*Please note: If your requested flight is within +/- 60mins of an available BMA Charter Flight, this will be automatically booked on your behalf through SAM*</i>	

Travel Arranger

First Name		Surname	
Employer		Employee ID	
Email address			
Phone			

Is this person also the Traveller?

Yes	<input type="checkbox"/>	Complete Parts B, C and D
No	<input type="checkbox"/>	Complete all Parts A, B, C & D

Part A - Traveller Details

As above	Yes - go to Part B	No - complete Part A details below	
First Name		Surname	
Employer		Employee ID	
Email address			
Phone		Qantas Frequent Flyer #	
Gender		D.O.B	

Part B - Flight(s) Required

For Qantas flight requests between Brisbane & Moranbah only - all other business travel to comply with the [Business travel and business expense claims Guidance Note](#)

Flight Date	Flight Route (BNE-MOV or MOV-BNE only)	Airline & Flight Number - Qantas ONLY (e.g. QF1234)	Departure Time	Arrival Time

Part C - Acknowledgement

I confirm that this travel request is for BMA / BHP business travel.	Yes	No
Is the Traveller is a government official, a person who represents others (including community or union leaders) or a close relative of a government official or leader? If Yes, please ensure you attach your Ethics and Compliance team Approval for this travel request to be made.	Yes	No

Part D - Approval

General Manager / Head of Department Approval

Site / Function			
Cost Centre where this travel will be charged to			
Name		Signature	

Or, Attach email approval

After submitting if you have had not had booking confirmation within 4 business hours, or this is an urgent request then please call 1800 772 061, Option 5.
