

ULSTER UNIVERSITY

ADVANCE ISSUE COMPLIMENTARY TICKET / VALIDATION REQUEST FORM

TO BE COMPLETED FOR COMPLIMENTARY TICKETS A MINIMUM OF 3 WORKING DAYS BEFORE TICKETS ARE REQUIRED TO BE PROVIDED/ISSUED

Department/Faculty: _____ Contact Person: _____

Tel No: _____ E-mail: _____ Room No: _____ Campus: _____

Conference/Event: _____ Campus: _____

Date of Conference/Event: From: _____ To _____

Time of Conference/Event: From: _____ To: _____
(these times should be from potential earliest arrival to latest departure)

Number of Tickets Required: _____ Cost Centre for Recharging: _____

Analysis code: _____

/we accept responsibility for the full cost of all advance tickets whether used or not.

Authorised By: _____ Date: _____
(Senior Officers Only)

Completed forms should be returned to the relevant Car Park & Traffic Management Office
(Coleraine - H116; Jordanstown and Belfast – 10A01B; Magee – MD004)
where the ticket will be validated or an exit ticket will be given

If reserved car parking is required this should be applied for using the appropriate form

Office Use Only

Approved: Date:
(Name & Title)

Tickets Issued: Date:

Ticket Receipt Acknowledged: Date:

Costs Recharged: Date: