



# REQUEST FOR REFUND OF CAR PARK LOST TICKET FEE PAID

Name: .....

Postal address or email address: .....

Phone: .....

**Reason Lost Ticket Fee Option was selected:**

- Lost Entry Pass
- No Entry Pass
- No Exit Pass
- Problems at Pay Station
- Other, please specify: .....

**Please** include an explanation detailing the circumstances supporting your request for a refund of the difference between the \$300 Lost Ticket Fee paid and the recalculated car parking fee minus \$20 admin fee:

.....  
.....

**Please note:** If you have lost your entry ticket or did not receive an entry pass, it is at the discretion of the Alice Springs Airport to waive the \$300 lost ticket entry fee and to charge an estimate fee for car parking.

DATE OF ENTRY: ...../...../.....	TIME OF ENTRY: ..... AM / PM
DATE OF EXIT: ...../...../.....	TIME OF EXIT: ..... AM / PM
Approx Duration at Airport.....	

**Attach** evidence of payment of Lost Entry Fee

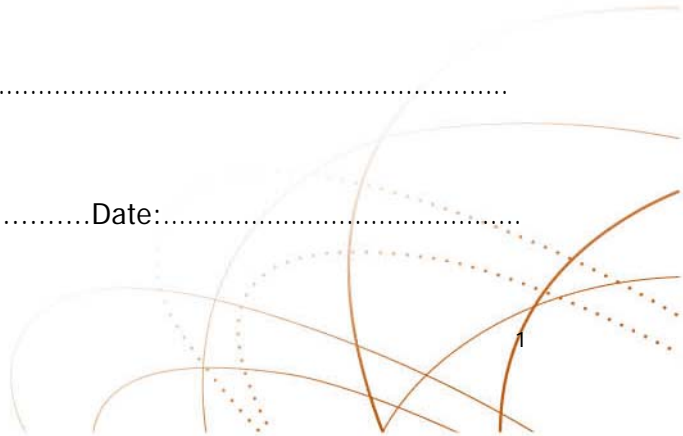
- Copy of Receipt Attached
- Or**
- If paid by Credit Card we will be able to confirm payment from the Credit Card Transaction Logs.

Card No.: First 6 digits: ..... Last 4 digits: ..... Expiry: ...../.....

**Attach** evidence of estimated stay in Car Park:

- Copy of Boarding Pass
- Travel Itinerary
- Other, please specify.....

Signed by: ..... Date: .....



## OFFICE USE ONLY

**Recalculate** Car Parking Payable (see below for pricing):

GENERAL LONG TERM CAR PARK		Enter Number of Days or Amount	TOTAL \$
1 - 4 days (24 hours) or part thereof	\$16.00		
After 4 days	\$12.00		
PREMIUM LONG TERM CAR PARK		Enter Number of Days or Amount	TOTAL \$
1 - 4 days (24 hours) or part thereof	\$19.00		
After 4 days	\$16.00		
SHORT TERM CAR PARK			
1 hour	\$5.00		
1 - 4 hours	\$8.00		
4 - 12 hours	\$15.00		
12 - 24 hours	\$22.00		
Per day (24 hours) thereafter or part thereof	\$22.00		
TOTAL			
Total price for parking			
Admin Fee			<b>\$20.00</b>
Less Lost Ticket Fee			<b>-\$300.00</b>
<b>TOTAL AMOUNT TO BE REFUNDED</b>			<b>\$</b>

**Is Refund Recommended:** YES / NO

**Recommended by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Method of payment of Refund:**

**Credit Card Refund** - If the original payment was made by credit card we can refund the amount due to the credit card account of the original transaction.

- Attach print out of Credit Card Transaction Log (ipark) and receipt to document and forward a copy of the merchant receipt to the applicant.

**Cash Refund** – Refund via petty cash

- Petty cash requisition completed, authorised and ready for collection at the Management Centre or Terminal Control Centre
- Contact the applicant to advise the refund is ready and request they have some ID available when they collect the refund.

**Refunded by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

