

TRAVEL REQUEST FORM

TRAVELER'S INFORMATION (MANDATORY)			
<u>Important:</u> Please Provide Official First and Last Name Only As Shown On Your Govt. Passport			
Name		Date	
Department		Ext.	
REASON FOR TRAVEL (MANDATORY)			
IMPORTANT: CONFERENCE HOTELS CAN BE BOOKED BY WORLD WIDE TRAVEL ONE			
PLEASE NOTE A FEE OF \$15.00 APPLIES FOR CONFERENCE HOTEL RESERVATIONS REQUIRING A DIRECT CALL TO THE HOTEL			
Reason(s)			
Hospital Business	Personal Business	Third Party to be charged:	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Destination			
Conference Hotel		Rate \$	
Regular Hotel		Phone #	
Departure Date		Return Date	
CONTACT INFORMATION (Only If Traveler Arranger Is Booking)			
Name:			Ext:
APPROVALS MANDATORY:			
EVP: (A) DOMESTIC TRAVEL(CDA/USA/MEXICO) WHEN TICKET PRICE EXCEEDS \$1,500.00			
(B) INTERNATIONAL TRAVEL			
MANAGEMENT: (One Level Above)			
<u>Important Notice:</u> Management Will Not Approve Without Obtaining A Cost From World Wide Travel One			
<ul style="list-style-type: none"> • Travel Agency Will Request Second Approval If Lower Fare (\$300.00 Or More) Is NOT Accepted By Traveler For Hospital and Foundation Travelers Only • (Approval for Trust A/C – Finance; Research A/C – Research Administration; Operational A/C– Program Director) 			
Name:	Approver's Signature:		
Title:	Ext:		
Company #: ____ (1 or 2 or 3 or 4)	Accounting Unit #: __ (Between two to nine digit numbers)		
Please indicate:	Activity # : _____ - _____ (Always ten digit numbers)		
Estimated Cost:			
Reservation Booked with: World Wide Travel One Agent: _____ Online with Concur: _____			

Booking Online: Booking fees \$15.00 Processed Monday to Friday Only.

Booking by phone: Booking fees \$28.19 World Wide Travel One Toll Free # 1-800-263-2482

Important: For Research activities, kindly email this completed form and your estimate to your RFA only.