

# TRAVEL REQUEST FORM



**Traveler's Information (Mandatory)**  
**Important: Please Provide Official First and Last Name Only As Shown On Your Govt. Passport**

<b>Name:</b>	<b>DOB:</b>	<b>Male/Female:</b> M <input type="checkbox"/> F <input type="checkbox"/>	<b>Date:</b> February 11, 2020
<b>Email:</b>	<b>Cell #:</b>	<b>Work #:</b>	

**Department:**

**Reason For Travel (Mandatory)**

**Important Notice: Conference Hotels Can Be Booked By World Wide Travel One 1 800 263 2482**  
**Please Note A Fee of \$15.00 Applies For Conference Hotel Reservations Requiring A Direct Call To The Hotel**

**Reason(s):**

**Destination:**

**Departure Date:** \_\_\_\_\_ **Departing Flight:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_ **Return Flight:** \_\_\_\_\_

**Hotel:** \_\_\_\_\_ **Rate:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Contact Information (Only If Traveler Arranger Is Booking)**

**Name:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Approvals Mandatory:**

**Finance:** (a) Domestic Travel (Cda/USA/Mexico) when ticket price exceeds \$1,500.00  
 (b) International travel

**Management:** (One Level Above)

**Important Notice: Management Will Not Approve Without Obtaining A Cost From World Wide Travel One**

- 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:** \_\_\_\_\_ **Please indicate: Research, Trust, Capital**

**Estimated Cost:** \_\_\_\_\_ **Company #: \_\_\_\_\_** **Accounting Unit #: \_\_\_\_\_** **Activity #: \_\_\_\_\_ - \_\_\_\_\_**  
 (1 or 2 or 3 or 4) (Between two to nine digit numbers) (Always ten digit numbers)

**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 you're a quote from WWT to your RFA only.  
 For **Trust activities**, kindly email this completed form and your quote from WWT to the Trust Accountant.  
 For all other travel kindly email the APPROVED form to travelrequests@smh.ca AND samantha@worldwidetravelone.com.