

TRAVEL REQUEST FORM



Traveler's Information (Mandatory)			
Important: Please Provide full name as shown on passport. Include a copy/photo of passport for travel outside of Canada.			
First Name:	DOB:	Male/Female:	Date:
Middle Name:		M <input type="checkbox"/> F <input type="checkbox"/>	
Last Name:			
Email:	Cell #:	Work #:	
Department:			
Reason For Travel (Mandatory)			
Important Notice: Conference Hotel Bookings: Speak to the World Wide Travel One agent for more information. 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			
<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 – Finance; Research – Research Administration; Operational – Program Director) 			
Name:		Approver's Signature:	
Title:		Ext:	Please indicate: Research, Trust, Capital
Estimated Cost:	Company #: ____ (1 or 2 or 3 or 4)	Accounting Unit #: _____ (Between two to nine digit numbers)	Project # : _____
Reservation Booked with: World Wide Travel One Agent: _____ (Always 12 digit numbers)			

Booking Fee: Booking fees \$28.19 Travel is booked through World Wide Travel One by email, samantha@worldwidetravelone.com or susan@worldwidetravelone.com

Important: For **Research projects**, kindly email this completed form and your quote from WWT to your RFA.
For **Trust projects**, 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.