

TRAVEL REQUEST FORM



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

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

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.