



Harbour Air e-ticket request form - faculty / staff

Form instructions

- Contact Harbour Air to make a reservation and receive an e-ticket confirmation number: 1-800-665-0212
- Complete all fields and have this form signed by an authorized account holder or delegate
- At least 24 hours prior to travel date, email the completed and signed form to payments@uvic.ca for processing and release of e-ticket

*This form is not to be used for individuals during relocation or moving

Request date:	Employee name:	Employee V number:
Department:	Phone:	Email:
Departing from:	Travel date:	e-ticket confirmation#:
Return from:	Travel date:	return e-ticket confirmation#:
Special instructions or conditions:		

UVic required information: reservation VOID if not complete

UVic contact name:		UVic faculty/department:			
Phone:		Email:			
	Fund (5)	Orgn (5)	Account	Activity (6)	Location (6)
FAST code:			-7000-		
Account holder signature		Account holder name and position			Date
Internal Use Only					
Processed by:			Date received:		