

## Harbour Air e-ticket request form - non-faculty, non-staff, guests, students and teams

### 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](mailto:payments@uvic.ca) for processing and release of e-ticket

\*This form is not to be used for UVic employee travel or for individuals during relocation or moving

<b>Request date:</b>	<b>Guest name:</b>	<b>Related dept:</b>
<b>Address (business or home):</b>		
<b>Business phone:</b>	<b>Home phone:</b>	<b>Email:</b>
<b>Departing from:</b>	<b>Travel date:</b>	<b>e-ticket confirmation#:</b>
<b>Return from:</b>	<b>Travel date:</b>	<b>return e-ticket confirmation#:</b>
<b>Special instructions or conditions:</b>		

### UVic required information: reservation VOID if not complete

<b>UVic contact name:</b>		<b>UVic faculty/department:</b>			
<b>Phone:</b>		<b>Email:</b>			
	<b>Fund (5)</b>	<b>Orgn (5)</b>	<b>Account</b>	<b>Activity (6)</b>	<b>Location (6)</b>
<b>FAST code:</b>			<b>-7012-</b>		

<b>Account holder signature</b>	<b>Account holder name and position</b>	<b>Date</b>
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<b>Internal Use Only</b>	
<b>Processed by:</b>	<b>Date received:</b>