

Instructions: This form is to be completed by the traveler, or approved travel arranger. **Please type or print clearly.**

PROCESS

1. Reach out to Direct Travel agent to obtain flight quote (e-mail: psi.travel@dt.com or call 1-844-905-3824)
2. Create WebRequisition (WR): enter flight quote plus booking fee as total amount; attach e-mail correspondence with Direct Travel agent to show quote, type of ticket, name of agent; attach Non-Employee Travel Request form (not mandatory but helpful for agent)
3. Submit WR to signing authority for approval, next submit WR to Purchasing
4. Purchasing will review and send e-mail to Direct Travel agent (cc travel arranger) with approval to book the flight
5. Direct Travel agent will book flight, send itinerary and invoice to travel arranger, traveler and Purchasing
6. Purchasing will reconcile the charge to the FAST account provided on the WR

TRIP DETAILS

Purpose of travel, requested itinerary and comments			
Traveling from		Traveling to	
Departure date, preferred departure time		Return date, preferred departure time	
Hotel information <i>(if required)</i>		Hotel loyalty number	
Car information <i>(if required)</i>		Car loyalty number	
Preferred airline(s)		Frequent flyer number	
Seating preference: <i>aisle / window</i>			
Additional travel requirements and/or preferences			

TRAVELER INFORMATION

Name on Passport	First	Middle	Last	Salutation
Email			Phone	
Country of Citizenship			Passport number	
Passport Issue Date			Passport Expiry Date	
Date of Birth (day, month, year)				
Emergency Contact Name			Emergency Contact Phone	

Applicable policies: Purchasing Policy (FM5105), Signing Authority Policy (FM5100), Relocation Grant Policy (HR6405) and/or Travel and Hospitality Policy (HR6500)