



Instructions: This form is to be completed by the traveler, or approved travel arranger to request travel. Please attach completed Travel Attestation form if travel is international, and using other than Direct Travel. *Please type or print clearly.*

TRIP DETAILS

Purpose of travel, requested itinerary and comments. <i>Attach pre-arranged itinerary if available</i>			
Travelling from		Traveling to	
Departure date <i>Including preferred departure time</i>		Return date <i>Including preferred departure time</i>	
Hotel information <i>If hotel is required</i>		Hotel loyalty number	
Car information <i>If car is required</i>		Car loyalty number	
Preferred airline(s)		Frequent flyer number	
Seating preference <i>Aisle or window</i>		Smoking preference	
Additional travel requirements and/or preferences			

TRAVELER INFORMATION

Name on Passport	FIRST	MIDDLE	LAST	Salutation	
Email					
Phone					
Country of Citizenship	Passport Number <i>For travel outside Canada</i>				
Issue Date	Expiry Date				
Emergency Contact Name	Date of Birth <i>Required by travel agency for international travel, insurance purposes</i>			DD	/
Emergency Contact Phone				MM	/
UVic ID: (V00#####) <i>If applicable</i>	YY				

AUTHORIZATION to ARRANGE TRAVEL

This request must be approved by the account holder, delegate, or traveler's designated one-up approver at UVic. For further information, refer to Purchasing Policy (FM5105), Signing Authority Policy (FM5100), Relocation Grant Policy (HR6405), and/or Travel and Hospitality Policy (HR6500)

WEBREQ #					
TRAVEL ARRANGER (if applicable)					
Name					
Position Title					
Faculty/Department					
Email			Phone		
Signature				Date	
Name (Print) Faculty/Department Head/Account Holder					
Faculty/Department Head/Account Holder Signature				Date	

Note: Research Accounts (3xxxx, 5xxxx) require Research Accounting review and approval prior to commitment; booking, issuance of ticket, confirmation of hotel accommodation, and/or reservation of auto rental.
If a pre-arranged itinerary is available, please attach.