



McGill



Travel Management Program

Programme de gestion des voyages

Date: \_\_\_\_\_

## Visitor Airline or Train Ticket Introduction Form

*This form allows for the reservation of air/train fare by Direct Travel for the visitor outlined below*

### Instructions for McGill Requester

1. Complete Section A and B and email form to Direct Travel [mcgill@dt.com](mailto:mcgill@dt.com)
2. Email form to the Visitor with instructions to complete Section C and to send directly to [mcgill@dt.com](mailto:mcgill@dt.com)
3. When the travel consultant at Direct Travel receives both completed forms, they will send a confirmation email to the Visitor with a copy to the Requester
4. Thereafter, the Visitor should contact the travel consultant directly
5. Prior to ticket issuance the travel consultant will revert back to the Requester to obtain a completed FOAPAL Authorization form for the agreed upon itinerary and fare

### Instructions for Visitor

6. Complete Section C
7. Email form directly to [mcgill@dt.com](mailto:mcgill@dt.com)

### A. VISITOR TRAVELER INFORMATION – to be completed by the requester

Visitor First and Last Name:			
Email Address:		Tel #:	
Departure date:	Return:	Departure Airport:	
Destination:		Return Airport (if different):	

### B. UNIVERSITY REQUESTER INFORMATION – to be completed by the requester

University Host/Requester Name:	
Email Address:	Telephone Number:
Faculty/Department Name:	
Instructions to Direct Travel consultant in the event of trip cancellation by the Visitor:	
Indicate any restrictions or other information for the Travel Company to consider: <i>example lowest economy class fare</i>	

### C. VISITOR PROFILE FORM – to be completed by the Visitor

Visitor Last Name (as appears in passport):	First Name (as appears in passport):	Middle Name (if appears in passport):
Telephone Number:	Mobile Number:	Passport Nationality:
		Gender (M or F):
Email Address:	Date of Birth:	(dd/mm/yyyy)
Additional Comments or Requests from the Visitor: <i>example seat preferences, frequent flyer numbers...</i>		