



## **MEMBER TRAVEL REQUEST FORM**

Please complete this form in full for any flights or accommodations you may require and submit to [travel@moveuptogether.ca](mailto:travel@moveuptogether.ca) for arrangements.

**Members should make travel arrangements where possible with the union office no less than four weeks before the event commences if outside BC, and three weeks if inside BC unless deemed appropriate by the Secretary-Treasurer or their designate.**

***(All requests are subject to approval from the Secretary-Treasurer and must be in compliance with the [MoveUP Member & Employee Claims Policy](#))***

Your name **as it appears on your passport or travel documents:**

First Name:

Middle Name:

Last Name:

Birthdate:

For international travel, please also provide passport number and expiry date:

Email address for confirmations:

Cell phone number:

Bargaining Unit:

Date(s) of meeting:

Reason for Travel/Notes:

### **TRAVEL REQUIREMENTS:**

***Please refer to the website of the appropriate airline for flight details and complete the information below.*** MoveUP has a Union First policy that is adhered to whenever possible. All flights, if available, will be booked on **Air Canada, Westjet, Porter Airlines, Pacific Coastal or Harbour Air**. The normal method of travel from the island is the ferry.

Departing City:

Arriving City:

Aeroplan/Loyalty/Points Card number (if applicable):

Comments:



### **OUTBOUND FLIGHT**

Date of travel:

Preferred time of travel:

Preferred Airline:

### **RETURN FLIGHT**

Date of travel:

Preferred time of travel:

Preferred Airline:

**Members:** If the normal method of travel would be to fly but you would like to request to drive in lieu of flying, please check the box below. *Please note: no additional leave will be granted to accommodate this request unless the flight would also incur additional leave.*

Are you seeking a driving-in-lieu quote? ☐

**Please refer to the [MoveUP Member & Employee Claims Policy](#) for driving in lieu quote. Approval must be obtained before driving in lieu.**

### **ACCOMMODATION**

If you require accommodation, please provide the required details below.

Check-in date:

Check-out date:

Is this part of a convention or conference? ☐ Yes  
☐ No

**Cancellation notifications:** If you must change or cancel any of these arrangements you must advise reception as soon as possible.

**For after-hours (M-F 8:30 am to 4:30 pm) notification:** If you must change or cancel any of these arrangements after normal business hours you are required to contact the booking vendor and ensure you have a cancellation confirmation number which you will share with reception as soon as possible.

Your confirmation(s) will be sent to the email address you provided above once your request has been approved and booked. If you do not receive your confirmation(s) one week after submitting this form, please call reception at 604-299-0378.

**Please send this completed form to:**  
[travel@moveuptogether.ca](mailto:travel@moveuptogether.ca)

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