



**McGill**



Travel Management Program  
Programme de gestion des voyages

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

## Visitor Airline Ticket Introduction Form

*This form allows for the reservation of airfare by Vision Travel for the visitor outlined below.*

1. Complete the form (top part required-bottom optional) and email to Vision Travel (<mailto:mcgill@visionvoyages.ca>)
2. When the travel consultant at Vision Travel receives the introduction form, they will send a confirmation email to the visitor with a copy to the requester
3. Thereafter, the visitor should contact the travel consultant directly
4. 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

### VISITOR TRAVELER INFORMATION – required

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: <i>(required for travel outside of Canada)</i> <i>(dd/mm/yyyy)</i>	
Travel Dates: Depart:                      Return:	Departure Airport:	
Destination:	Return Airport (if different):	
Additional Comments or Requests from the Visitor :		

### UNIVERSITY HOST/REQUESTER INFORMATION - optional

University Host/Requester Name:	
Email Address:	Telephone Number:
Faculty/Department Name:	
Email Address to forward Invoice and Itinerary (if different than above):	
Instructions to Vision 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>	