



# Passport Program Application Checklist

TRAVELER:

REQUESTED DESTINATION:

APPLICATION DATE:

## ACCEPTED TRAVELER:

- ADDED TO SHAREPOINT LIST
- SENT "INCOMING TRAVELER" E-MAIL TO DESTINATION MANAGER

DATE E-MAIL SENT: \_\_\_\_\_

- SENT "SELECTION" E-MAIL TO TRAVELER

DATE E-MAIL SENT: \_\_\_\_\_

- APPLICATION CHECKLIST UPLOADED TO ITEM IN SHAREPOINT

## TRAVELER NOT ACCEPTED:

- ADDED TO SHAREPOINT LIST
- SENT OUT NOT ACCEPTED E-MAIL

DATE E-MAIL SENT: \_\_\_\_\_

- CLOSE OUT TRAVELER IN SHAREPOINT LIST
- APPLICATION CHECKLIST UPLOADED TO ITEM IN SHAREPOINT