

TO: Whole Department

FROM: Your Department

CC: Your Department

Attach: Travel Alert, Travel Brochure, and Passport Program Overview and FAQ

Aloha, _____ Department!

Great news for all you Passport Program travelers out there! A new travel alert has been issued! Who's ready to visit the exciting destination of _____?

Please review the attached travel alert and travel brochure, for more details on what this exciting opportunity holds.

If you are interested in applying to this travel alert, please click the following link:

[Enter SharePoint Link](#)

Enter the following Travel Alert ID on your application: (i.e. DA07320)

Remember, Passport Program travel opportunities are limited and are offered on a first come, first serve basis. If you do not currently have a pre-approved Boarding Pass already, please schedule time with your manager to discuss your interest in the Passport Program. You will be asked to upload your current and approved Boarding Pass to your application. Applications submitted without a valid, current Boarding Pass will not be considered.

Please review the attached Passport Program overview and FAQ document, for additional information on the program and all eligibility guidelines.

Happy travels!

YOUR DEPARTMENT HERE

YOUR E-MAIL HERE

