

TO: Destination Manager

FROM: Department/Program Administrator

CC: Travel Guides, Employee's Manager

ATTACHMENTS: Destination team travel brochure and itinerary, all applicable pre-travel checklists

Aloha,

Great news! You have an incoming traveler as a result of your recent travel alert. Please review the following traveler information below:

Name:

Current Team:

Boarding Pass Information: HOURS PER WEEK/MONTH INFO, ETC.

Why do you want to travel to this area of _____? INSERT THEIR ANSWER FROM APPLICATION HERE

Your traveler will be notified of their application's approval shortly. You, as well as your travel guides (your staff members conducting the training), will be CC'd on the communication. Once the traveler has been notified, please feel free to reach out to welcome them on board and begin planning for their arrival!

In the meantime, please review the attached pre-travel checklists, which will help you and your team prepare for the upcoming travel arrangements. Please also feel free to reach out should you have any questions or require any additional information at this time. We would be happy to assist!

Happy travels!

