

**TO: Employee**

**FROM: Department/Program Administrator**

**CC: Employee's Manager**

**Attachments: Program Overview/FAQ guide**

Hi,

Thank you for your recent application to the travel alert [TRAVEL ALERT ID]. Unfortunately, you won't be traveling to [DESTINATION] at this time.

Some details as to why you are not traveling at this time are below (select one from list below):

**Other eligible traveler applied first**

**Boarding Pass not attached to application**

**Boarding Pass not approved for length/amount of travel**

**Boarding Pass not approved for this destination**

**Program eligibility not met**

Please continue to keep an eye out for future travel alerts! Remember, participation in the Passport Program is typically first come, first serve, so get your boarding pass submitted early!

Should you have any questions or require any additional information at this time, please reach out to our (Your Department) team. We would be happy to be of assistance!

Aloha,

