

TO: Employee

FROM: Department/Program Administrator

CC: Both Managers, Destination's Travel Guides

Attachments: Brochure & Itinerary for destination (hours log version), Program Overview, Traveler Checklist

Aloha,

Pack your bags! You're traveling to _____!

Thank you for your recent application to the travel alert _____. We are pleased to inform you that you will soon begin your journey to the exciting world of _____!

Your travel host and guide(s) have been notified that you are going to be visiting shortly. Your next steps in the travel process are below. Please read all steps thoroughly:

- 1. Please respond to this e-mail at your earliest convenience, to acknowledge receipt and confirm that you are willing to accept this travel opportunity.**

Please also review the attached "Traveler Checklist," for some helpful tips and tricks as you prepare for your upcoming travel assignment.

- 2. Please contact the destination manager, as well as your travel guide(s), to confirm and discuss your upcoming travel arrangements!**

- **Destination Manager:** _____

- **Travel Guide(s):** _____

PLEASE NOTE: (Enter Your Department) does not coordinate your training schedule. It is your responsibility, along with your manager and your destination team, to coordinate and schedule all travel/training dates and times.

- 3. Your manager has also been notified of your upcoming travel. Please also initiate a conversation with them to confirm.**

Important: Once you have a confirmed travel (training) start date with your destination, please provide this date to the (Department) team via e-mail at [enter e-mail address](#), so we may update your travel file with this information.

In addition, please find attached a work log that will allow you to track the training dates, hours, and projects/activities you complete while visiting your destination. We hope you find this a useful document during your travel experience.

Congratulations, and happy travels!

Bon Voyage,

YOUR DEPARTMENT HERE

