

## Employee Travel Pass Request

Dept #: \_\_\_\_\_ Office: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Type of travel you will be doing?

- Business
- Annual

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

For company use only:

Certificate number: \_\_\_\_\_ Redemption Code: \_\_\_\_\_

### **Booking Instructions:**

1. Check with your manager to clear your travel dates.
2. email this form to [MMcmullin@morrisurdock.com](mailto:MMcmullin@morrisurdock.com)
3. Once Mark receives the form he will email you the certificate number and redemption code.
4. Go to [www.delta.com](http://www.delta.com) and follow the pass instructions that you will find on homeport.
5. **No certificate numbers will be issued without a signature from your manager.**
6. Once you have completed the booking send a copy of the itinerary to [MMcmullin@morrisurdock.com](mailto:MMcmullin@morrisurdock.com)

Please email or call Mark at 801-483-6345 with questions.