



Train the Trainer Travel Request

Name: (as shown on Aeroplan card)	Local:
Aeroplan # <i>(Signup www.aeroplan.com Aeroplan # ensures the airline has your contact information in the event of flight changes/cancellations)</i>	
Email :	Phone Number :

Please check one:	
Hotel Only <input type="checkbox"/>	Hotel & Flight <input type="checkbox"/>

If you have a flight preference, please indicate below.

Air Canada Flight#	FLIGHTS			TIMES			SEAT PREFERENCE	
	Date	From	To		Requested			
				Depart			Aisle	<input type="checkbox"/>
				Arrive			Window	<input type="checkbox"/>
				Depart			Front	<input type="checkbox"/>
				Arrive			Back	<input type="checkbox"/>

Hotel

Check In Date	Check Out Date
Special Request :	

Send completed form to Susan Douglas-Labbé @ susan.douglas-labbe@twu-stt.ca or via fax to 604-435-7760

For Office Use Only	
Ticket #	Booking Ref#
Price:	Date Booked: