

SQ Travelers,

To assist in the efficient processing of SQ travel requests, all travel requests must be submitted via the email format outlined listed below.

(NOTE: This does not affect the current per diem request form and submission process.)

➤ **SUBJECT LINE of email:**

LAST NAME – PROJECT NUMBER – REQUEST TYPE

- (Examples: **SMITH – 123456 – HOTEL** or **SMITH – 789123 – HOTEL, RENTAL, FLIGHT**)

Additional instructions:

- Project number must be provided (billable or non-billable) or the request may be returned.
- Please use the primary project number necessary for travel.

➤ **BODY of email:**

ALL/HOTEL REQUESTS INCLUDE

- **PROJECT #:**
 - NOTE:** Include whether billable or non-billable
- **WORKSITE CITY of the PROJECT:**
- **TRAVELERS' NAME:**
- **CHECK IN DATE:**
- **CHECK OUT DATE:**

NOTE: Advise if this is a new reservation or an extension

RENTAL REQUESTS INCLUDE

- **CITY of PICK-UP:**
- **PICK-UP DATE:**
- **DROP-OFF DATE:**

FLIGHT REQUESTS INCLUDE

- **DEPARTING CITY:**
- **DESTINATION/CITY TRAVELING TO:**
- **DATE OF FLIGHT:**

➤ **IF FIGHT OR RENTAL IS NEEDED, PLEASE ADD INFORMATION BELOW**

- **Name as it appears on DL**
- **Birth Date**
- **Phone Number**

SEE MORE INFORMATION BELOW

- ❖ Upon checking out at your hotel, an email must be sent to Travel and PM advising you are checking out. This MUST be done if you are checking out early so travel can recoup unused nights
- ❖ Rentals MUST be returned no later than the following morning after returning home from project
- ❖ Please submit all U.S. Travel Request emails to: travel@stratospherequality.com
- ❖ Travel Department hours are 8:00 am-8:00 pm (Eastern Time). Travel requests received after 8:00 pm will not be processed until the next business day. Emergency travel issues will be handled by the travel department on-call team member.
- ❖ For after-hours emergency needs, please contact **Travel** at 317.498.5776. Please do not text this number as it may be forwarded to another on call team member.

Please share this important information with any team members who do not have SQ email.

Thanks in advance for your cooperation with these changes.