

Air Travel

TRAVEL AUTHORIZATION PAYMENT (TAP) Form process – There is a new U of A travel service provider – *Maritime Travel!* You can access their services to book your travel for a nominal fee, or you can book it yourself at **no cost**. You can use your travel awards programs to collect travel points. You will have to set up a profile with Maritime. This quite simply done, and not all of the information that is requested is required; (for example: you do not have to provide your passport number).

Faculty, staff, and students are now expected to use TAP Forms for airline tickets. **Travel Advances will no longer be issued for airfare**

Useful TAP links

[U of A Online Booking User Guide](#) - This is how you set up your profile.

[TAP Form](#) – This is what pays for your flight.

4 Steps to Complete a TAP

1. Use Online Booking or call Maritime Travel at 492-7000 to get a quote for the flight plan. You will need an approximate \$ value and a **speed code** to complete the TAP Form.
2. Fill out the TAP Form and Generate the **TAP Number** and print. Students must have their supervisor sign the form as the Financial Authority. Faculty use the Dean as One-Over-One.
3. Complete your travel reservation using the **TAP Number** online (free) or contact Maritime Travel (nominal fee will apply). **This is important; otherwise your flight will not be confirmed.**
4. Return the **original** completed and **signed** form to the **Admin Office** as soon as possible. Please include a copy of your quote. **Retain your boarding passes** and submit them with your travel claim.

NOTE: Please follow the 4 steps detailed above. *Disregard the instructions on the actual TAP Form as they can be confusing.*

Hotel Accommodations

The U of A has preferred rates and arrangements with many hotels within Canada that can be reserved with a **speed code**. You are encouraged to use the HAP for Canadian destinations wherever possible to avoid out-of-pocket costs.

5 Steps to Complete a HAP Form

1. To **see if an eligible hotel exists for your destination**, use the "Hotel Accommodation" drop down box and locate the city. If your destination is not in the drop down box, HAP cannot be used.
2. Contact the hotel to get a **quote** (including taxes) and **availability** for the dates of your travel. **Tell them** you are booking with a **HAP Form**, and that you are from the **University of Alberta**.
3. Complete your HAP Form. You will need a **speed code** to complete the form. Add any incidentals such as parking, smoking, and guaranteed room using the drop down boxes near the end of the form. Generate the **HAP Number**.
4. Complete your booking by providing the HAP Number to the hotel, and obtaining your **Confirmation Number**. Handwrite that Confirmation Number on the HAP Form. Then have your supervisor **sign it**.
5. **Scan or fax** the completed **signed form** to the hotel **to confirm your room (important!)**. Bring the original form to the **Admin Office**. We can scan or fax for you when you bring the form, if needed.

NOTE: Please follow these 5 steps. *Disregard the instructions on the actual HAP Form.*