

**Harvard Guest Traveler Authorization – The Travel Collaborative (TTC)**

**Please Note: Department Billing Account MUST be established before using this form**

Traveler Last Name::

Traveler First Name::

Traveler Email Address::

Traveler Phone:

Travel dates:

Department Card Name:

Department Card Administrator email address (to be copied on the Travel Receipt):

Department Booking ID:

Last 4 Digits of Credit Card number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a price cap: Y/N How much is the price cap?

If yes who needs to pre-approve trip above the price cap (include email)

Harvard contact for traveler:

Any other instructions for The Travel Collaborative:

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1. Email completed form to [Harvard@travelcoll.com](mailto:Harvard@travelcoll.com) and include name of traveler in the Subject line.
2. Instruct the Harvard guest to e-mail The Travel Collaborative at [Harvard@travelcoll.com](mailto:Harvard@travelcoll.com) and advise that they are pre-authorized by (Harvard contact name) to make their reservation. An agent from The Travel Collaborative will contact them to assist with their reservations.