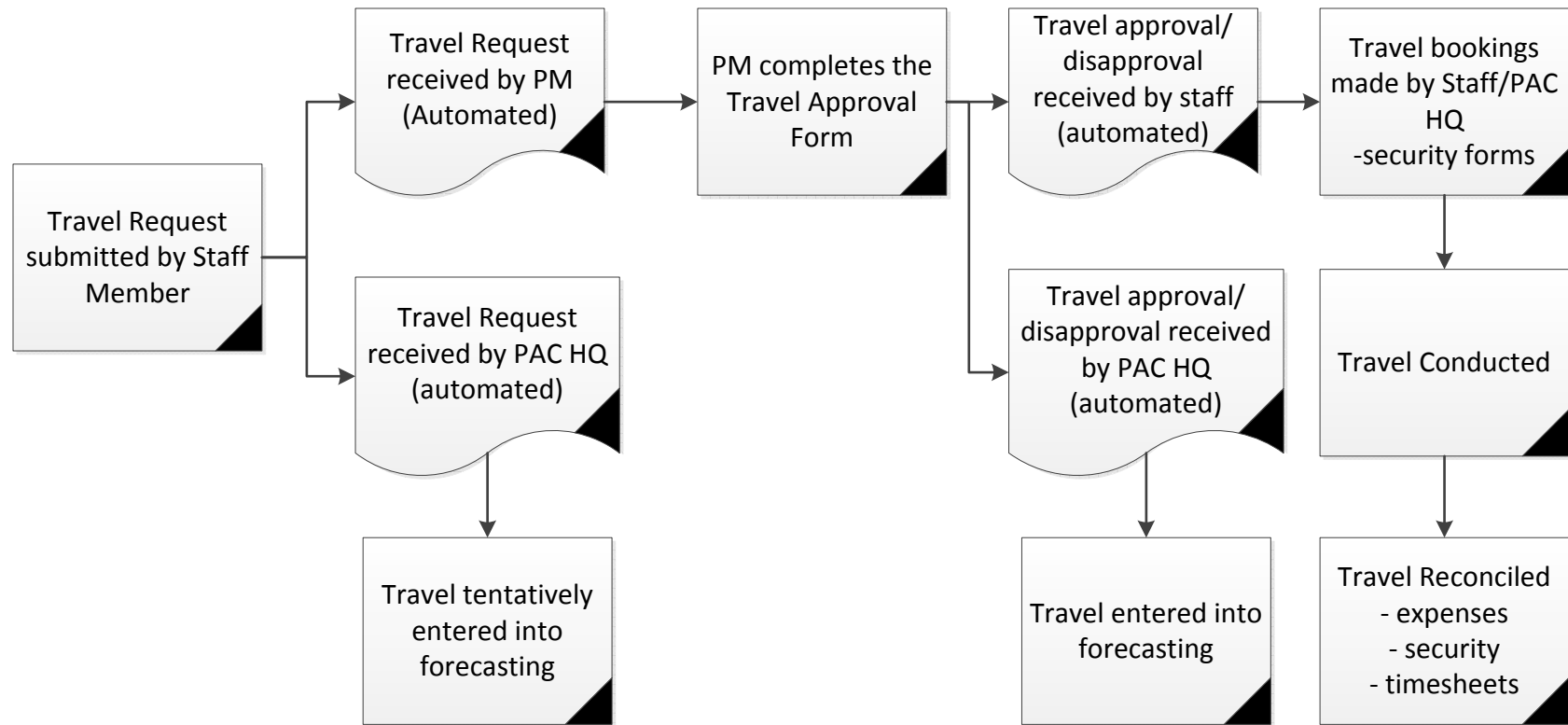


PAC Travel Request and Approval Process



PAC Leave Process:

1. Staff member submits a travel request form at www.pacaerocon.com/admin/pac-travel-request-form/
2. Form is automatically submitted to the selected manager for processing. A copy of the form is automatically sent to the employee (to confirm submission) and PAC HQ (for forecasting purposes).
3. The automated email to the manager has a link to the PAC Travel approval Form, of which the Manager needs to complete.
4. The Travel Approval Form has a detailed checklist, purposefully to ensure all administration is conducted. This MUST be done.
5. The completed Travel Approval Form, once submitted, is automatically emailed to the employee and PAC HQ to initiate travel bookings. Travel bookings cannot commence without this form being submitted!
6. The employee along with support from PAC HQ will then complete all travel bookings as approved and include required security forms.
7. Travel will be conducted by the employee.
8. Travel must be reconciled by the employee within 3 days of returning from a trip and expenses entered correctly into Clicktime.
9. If international travel, security forms are to be completed and submitted.