

# Relocation Travel Authorization for eBay

Revised: March 4, 2013

Please send all itineraries & updates for travel booked by this relocating employee to my attention for review and approval. Please be sure the \$ amounts are INCLUDED on the itinerary AND are indicated as either paid by the employee or direct billed to eBay. After booking travel, actual travel dates and amounts should be sent to AReS for expense tracking purposes as requested by eBay. Thank you.

<b>To: CWT Counselors</b> Email: <a href="mailto:mspebay.us@contactcwt.com">mspebay.us@contactcwt.com</a> Phone: (800) 331-8132 option # 2 Hours: 4am-5pm PST M-F	<b>From:</b> Name: Hayley Price Phone: +1 714-766-8580 Email: <a href="mailto:hprice@aires.com">hprice@aires.com</a> AReS File Number/CWT Trip Number (IRIS Assignment ID)(6 Digit): <b>405853</b>
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**Full Legal Name** \*as it appears on government issued ID: **Junwei Zhang**

Date of Birth: **4/23/1985**

Gender: **Male**

Home Location: **New York, NY**

Phone: **(631) 416-9263**

Email: **Junweizhang23@gmail.com**

Cost Center (10 digit): **1109099895**

Company Code (4 digit): **0010**

Personnel No (6 digit): **INTERN**

Traveler Type (General or VP/Above): **General (Economy Class)**

Type of Travel (Relocation, Taxable Commuter, Intern): **Intern**

## Authorized for:

	Number of Trips	Number of Airfares	Number of Hotel Nights	Number of Rental Car Days	Possible travel dates
Intern (INTRN)	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	

**Destination Area:** **San Jose, CA**

Book all flights per policy unless noted in Special Instructions below:

*CWT: Please book all flights using the relocation profile; not the candidate profile*

**NOTES** (specify if authorizations are different for employee/child/spouse):