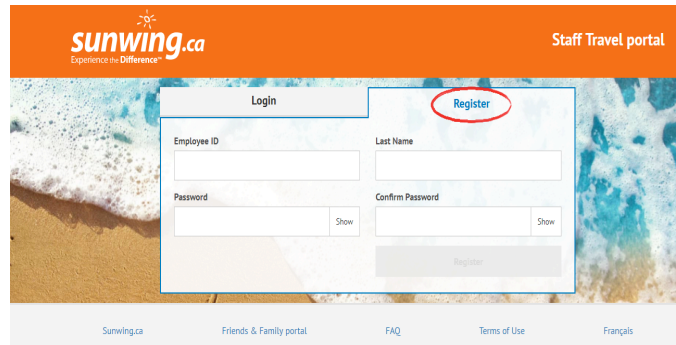


STAFF TRAVEL GUIDE – How to request Yearly and Bonus Confirmed Passes

Please login to Staff Travel Portal at <https://requests.sunwingstaff.ca/>.

To start, you need to register. If it is your first time using the Staff Travel Portal, click “**Register**” and fill out all required information. Your employee ID can be found on the Employee Portal.

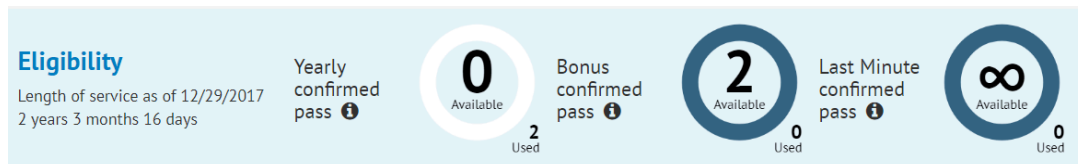


The image shows the Sunwing.ca Staff Travel portal login and registration interface. The header features the Sunwing.ca logo and the text "Staff Travel portal". Below the header is a login form with fields for "Employee ID", "Last Name", "Password", and "Confirm Password". A "Register" button is circled in red. The footer contains links for "Sunwing.ca", "Friends & Family portal", "FAQ", "Terms of Use", and "Français".

Click “**Submit New Request**”.



The system will indicate the total number of passes for Yearly Confirmed, Bonus Yearly Confirm and Last Minute Confirmed Passes available and the amount used.




IMPORTANT NOTES TO MAKE YOUR REQUEST

You can combine YCP and Bonus YCP in the same request. You will have to make a separate request for LMCP.

For example, Joe wants to use 4 passes. He has 2 YCP and wants to use 2 LMCP. He will need to submit two separate requests. One with the type listed as “YCP” while the second request would be listed as type “LMCP” from the drop-down menu.

Please indicate all the required information for each passenger under “**Request Details**”.

Note: You must include a phone number and email address for the first passenger.


 **Request details**
Enter the information as they appear on the passport

Passenger name (Employee)	Date of birth
1 Lucien Middle Name Telford	MM/DD/YY
Type of pass	Phone Number Email

Add noteAdd a passenger

Please select your preferred flight. You can visit sunwing.ca to view flight schedules.

Note: You may select up to three flight options in one request, as your first choice is not guaranteed.


 **Flight information**

1 Departing from	Going to	Departing on	Depart flight # Optional
		MM/DD/YY	
Return from	Return to	Return On	Return flight # Optional
		MM/DD/YY	

Add noteAdd a flight

Please select your hotel preferences, you can visit sunwing.ca to review hotel options. If you would like to request a cruise please type in the name of the cruise in the Hotel/Cruise name field.

Note: You may select up to two hotel options per destination.

 **Hotel/Cruise information**
You can add up-to 2 alternative items (recommended)

Check in date	Duration	Destination	Hotel/Cruise name	Room type
1 MM/DD/YY				

Add noteAdd a Hotel/Cruise

Note: If you would like to request more than one room, please add your request for an additional room to the note box. Please ensure that you include the occupancy preferences.

Hotel/Cruise information
You can add up-to 2 alternative items (recommended)

Check in date	Duration	Destination	Hotel/Cruise name	Room type
1 MM/DD/YY				

Add a Hotel/Cruise +

Delete Note

It is important to request a transfer as this will be your transportation between the resort and the airport. You can select a transfer under the product drop down in the ancillary section.

Please ensure that you include the total number of passengers. You will also have the option to purchase any excursions, insurance or car rentals within this section.

To find information about available excursions in your selected destination, please go to the Destination tab at sunwing.ca.

Note: You can purchase additional ancillary items, such as seat selection, through the My Booking Portal once your trip has been booked.

Ancillary products
You can add up-to 2 alternative items (recommended)


Destination	Product	Transfer type	Quantity
1	Transfer		1

Add note **Add an alternative item +**


Clear request **Review and submit >**

Once you have completed all the required sections of your request, you can click “Submit”.


Please ensure that you take the time to review your request and make any changes before submitting the final request. To edit your request, please click edit at the bottom of the page to return to the entry page.


Request details


Passengers name	Date of birth	Type of pass	Phone Number	Email
1 Mickey Mouse	1/1/2001	Bonus confirmed pass	0000000000	mmouse@suwning.com


Flight information

Departing from	Going to	Departing on	Depart flight #	Return to	Return On	Return flight #
1 Toronto (YYZ)	Aruba (AUA)	1/8/2018		Toronto (YYZ)	1/15/2018	


Hotel/Cruise information

Check in date	Duration	Destination	Hotel/Cruise name	Room type
1 1/8/2018	7	Aruba	RIU PALACE ARUBA	


Ancillary products

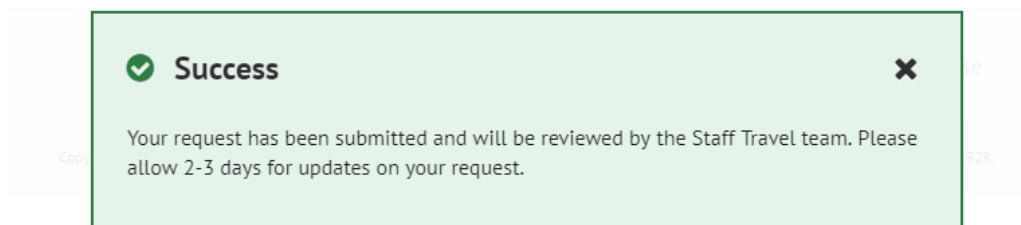
Destination	Product	Transfer type	Quantity
1 Aruba	Transfer	Private	1

[< Edit](#)
[Submit](#)

After submitting your request, you will immediately get a notification advising that your request has been successfully submitted and will be reviewed by the Staff Travel Team.

You will also receive an email confirming your travel request.

Note: Please allow 2-3 days before getting any updates on your request.





IMPORTANT NOTES TO REVIEW YOUR REQUEST

You can view your request by clicking “**View my request**”.





This will allow you to view all submitted requests, the date the request was submitted, the type of passes, number of passes requested, as well as the status of each request.

[View my requests](#)

My recent requests			
Initiated	Type of passes	Number of passes	Status
03 Jan 2018	BCP	1	 Pending
03 Jan 2018	LMCP	1	 Pending

Click on the status of your request to view in more detail.

[View my requests](#)

My recent requests			
Initiated	Type of passes	Number of passes	Status
03 Jan 2018	BCP	1	 Pending
03 Jan 2018	LMCP	1	 Pending

Once there has been updates to the status of your request, you will receive an email advising that “Updates have been made to your travel request. Please log into the Staff Travel Portal to view any updates”.

When reviewing the details of your request, you will notice that request made that have been approved by the Staff Travel Department will be indicated in green as “Approved”. Request that have been denied will appear in grey as “Unavailable.”

APPROVED REQUEST

My request

Flight

Hotel/Cruise name

Ancillaries

Your action is required

Please review your request below and update your preference for each option. As you confirm travel options, your total price will be update automatically.

Your total is

\$0

Passenger Information

	Passenger name	Date of birth	Type of pass	Phone Number	Email	
1	Mickey Mouse	01/01/01	LMCP	0	MIMouse@sunwing.ca	
2	Donald Duck	01/01/01	LMCP			

Flight Information

	Departing	Arriving	Itinerary	Flight #
1	Toronto (YYZ)	Montego Bay, Jamaica (MBJ)		08 Jan 2018
	Montego Bay, Jamaica (MBJ)	Toronto (YYZ)		15 Jan 2018
	<div><div>Approved</div></div>		\$ 400	<div><div></div></div>
2	Toronto (YYZ)	Montego Bay, Jamaica (MBJ)		08 Jan 2018
	Montego Bay, Jamaica (MBJ)	Toronto (YYZ)		15 Jan 2018
	<div><div>Unavailable</div></div>		\$ 0	<div><div>Processing</div></div>

Hotel/Cruise information

	Check in date / Duration	Hotel/Cruise name	Room type
1	08 Jan 2018 / 7 Nights	GRAND PALLADIUM LADY HAMILTON Montego Bay	1 Bedroom Suite

Hotel/Cruise information


	Check in date / Duration	Hotel/Cruise name	Room type
1	08 Jan 2018 / 7 Nights	GRAND PALLADIUM LADY HAMILTON Montego Bay	1 Bedroom Suite
	<div><div>Approved</div></div>		\$ 1600
2	08 Jan 2018 / 7 Nights	ROYALTON WHITE SANDS BEACH RST AND SPA Montego Bay	Luxury Oceanview
	<div><div>Approved</div></div>		\$ 1200


Ancillary products


	Destination	Product	Transfer type	Quantity
1	Montego Bay	Transfer	Shared	2
	<div><div>Approved</div></div>		\$ 40	<div><div></div></div>
2	Montego Bay	Insurance	Passenger	1 Mickey Mouse
	<div><div>Approved</div></div>		\$ 40	<div><div></div></div>
3	Montego Bay	Insurance	Passenger	2 Donald Duck
	<div><div>Approved</div></div>		\$ 40	<div><div></div></div>

DENIED REQUEST

My request

Flight

Hotel/Cruise name

Ancillaries

Your action is required

Please review your request below and update your preference for each option. As you confirm travel options, your total price will be updated automatically.

Your total is

\$0

[Cancel Request](#)[Submit](#)

Passenger Information

Passenger name	Date of birth	Type of pass	Phone Number	Email	
1 Mickey Mouse	01/01/01	YCP	0	Mmouse@sunwing.com	Edit Passenger
2 Donald Duck	01/01/01	YCP			Edit Passenger

Flight information

Departing	Arriving	Itinerary	Flight #
1 Toronto (YYZ)	Saint Lucia (UVF)	20 Jan 2018	
Saint Lucia (UVF)	Toronto (YYZ)	26 Jan 2018	

☐ Unavailable

\$ 0

Processing

Hotel/Cruise information

Check in date / Duration	Hotel/Cruise name	Room type
1 20 Jan 2018 / 7 Nights	ROYALTON SAINT LUCIA RESORT AND SPA St Lucia	Luxury Junior Suite

☐ Unavailable

\$ 0

2 20 Jan 2018 / 7 Nights	ROYALTON SAINT LUCIA RESORT AND SPA St Lucia	Luxury Junior Suite Oceanview
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☐ Unavailable

\$ 0

Ancillary products

Destination	Product	Transfer type	Quantity
1 St Lucia	Transfer	Shared	2

☐ Unavailable

\$ 0

Destination	Product	Passenger
2 St Lucia	Insurance	1 Mickey Mouse

☐ Unavailable

\$ 0

Destination	Product	Passenger
3 St Lucia	Insurance	2 Donald Duck

☐ Unavailable

\$ 0

If your request has been approved please ensure that you review your request and update your preference for each option, by clicking on the blue circle (refer to image below). As you confirm your travel options, your total price will be updated automatically.

Note: The price shown is the total price for the number of passengers and not per person.

My request

✈️
Flight
✓

🛏️
Hotel/Cruise
name
✓

📦
Ancillaries
✓

Your action is required
Please review your request below and update your preference for each option. As you confirm travel options, your total price will be update automatically.

Your total is
\$0

[Cancel Request](#) [Submit >](#)

✈️ Passenger Information

Passenger name	Date of birth	Type of pass	Phone Number	Email	
1 Mickey Mouse	01/01/01	LMCP	0	MMouse@sunwing.ca	Edit Passenger
2 Donald Duck	01/01/01	LMCP			Edit Passenger

✈️ Flight information

Departing	Arriving	Itinerary	Flight #
1 ✖️ Toronto (YYZ)	Montego Bay, Jamaica (MBJ)	08 Jan 2018	
✖️ Montego Bay, Jamaica (MBJ)	Toronto (YYZ)	15 Jan 2018	
<div>Approved</div>		\$ 400	<div></div>
2 ✖️ Toronto (YYZ)	Montego Bay, Jamaica (MBJ)	08 Jan 2018	
✖️ Montego Bay, Jamaica (MBJ)	Toronto (YYZ)	15 Jan 2018	
<div>Unavailable</div>		\$ 0	<div>Processing</div>

My request

✈️
Flight
✓

🛏️
Hotel/Cruise
name
✓

📦
Ancillaries
✓

Your action is required
Please review your request below and update your preference for each option. As you confirm travel options, your total price will be update automatically.

Your total is
\$2000

[Cancel Request](#) [Submit >](#)

✈️ Passenger Information

Passenger name	Date of birth	Type of pass	Phone Number	Email	
1 Mickey Mouse	01/01/01	LMCP	0	MMouse@sunwing.ca	Edit Passenger
2 Donald Duck	01/01/01	LMCP			Edit Passenger

✈️ Flight information

Departing	Arriving	Itinerary	Flight #
1 ✖️ Toronto (YYZ)	Montego Bay, Jamaica (MBJ)	08 Jan 2018	
✖️ Montego Bay, Jamaica (MBJ)	Toronto (YYZ)	15 Jan 2018	
<div>Approved</div>		\$ 400	<div>Confirm</div>
2 ✖️ Toronto (YYZ)	Montego Bay, Jamaica (MBJ)	08 Jan 2018	
✖️ Montego Bay, Jamaica (MBJ)	Toronto (YYZ)	15 Jan 2018	
<div>Unavailable</div>		\$ 0	<div>Processing</div>

My request

✈️
Flight
✓

🛏️
Hotel/Cruise
name
✓

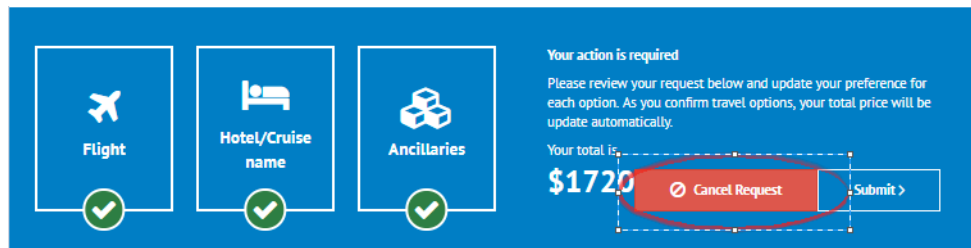
📦
Ancillaries
✓

Your action is required
Please review your request below and update your preference for each option. As you confirm travel options, your total price will be update automatically.

Your total is
\$1720

[Cancel Request](#) [Submit >](#)

After selecting your preference options on your request, you will be given the option to submit or cancel the request (in the event you are no longer interested).



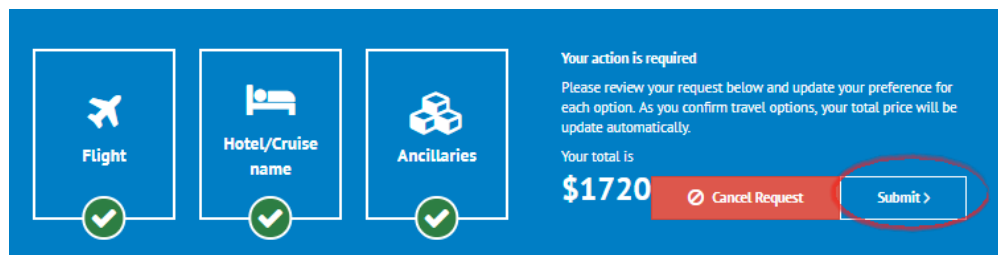
Flight ✓ Hotel/Cruise name ✓ Ancillaries ✓

Your action is required
Please review your request below and update your preference for each option. As you confirm travel options, your total price will be update automatically.

Your total is \$1720

Cancel Request Submit >

To proceed with your request, click **“Submit”**.



Flight ✓ Hotel/Cruise name ✓ Ancillaries ✓

Your action is required
Please review your request below and update your preference for each option. As you confirm travel options, your total price will be update automatically.

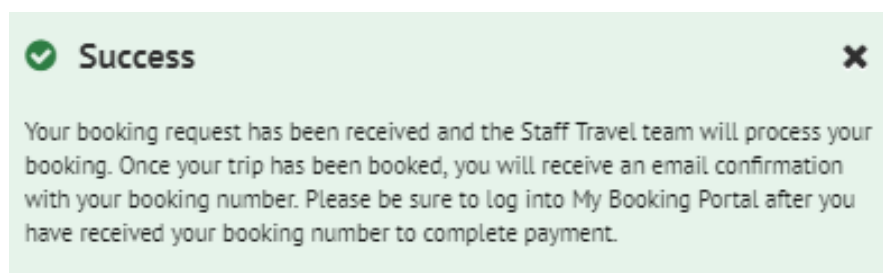
Your total is \$1720

Cancel Request Submit >

After finalizing your preference options and submitting your request, you will get notification immediately advising that your request has been received and the Staff Travel Department will process your booking.

Once your trip has been booked, you will receive a confirmation email along with your booking number.

Note: Please log into the My Booking Portal at www.sunwing.ca after receiving your booking number to complete full payment.



✓ Success ✕

Your booking request has been received and the Staff Travel team will process your booking. Once your trip has been booked, you will receive an email confirmation with your booking number. Please be sure to log into My Booking Portal after you have received your booking number to complete payment.

For any further questions about submitting a request, send an email to hrquestion@sunwing.ca.