

# TRAVEL PROCESS FOR ALL AHS STAFF and PHYSICIANS to/from FORT MCMURRAY

## **AHS Staff and Physicians**

**All AHS staff and physicians requiring flights, ground transportation and/or accommodations to and from Fort McMurray must adhere to the following process:**

1. The authorized manager of a program or department sends a listing of staff/physician to [ProvincialRotationServices@ahs.ca](mailto:ProvincialRotationServices@ahs.ca), with a defined set of information including the following:
  - Staff/Physician Name, Employee/CPSA #, manager, gender, email address, FMM Resident
  - Cell Phone Number and e-mail address
  - Staff Shift Rotation and Approved Deployment Dates

Names must be received, at the latest, 2 days before the staff/physician member's first approved deployment date.

Provincial Staffing Services will forward the completed travel request information to Marlin Travel.

## **Marlin Travel**

1. Marlin Travel will book flights, ground transportation and accommodations.
2. Marlin Travel will email itineraries to travelers to clearly identify flight times and accommodation and transfer details by 1700 hrs the day prior to travel.

### **Air Travel**

One flight/day to/from FMM

Departures are as follows:

Calgary 0730  
Edmonton 0900  
FMM 1700

\*Flights times subject to change\*

3. All passengers are to report to the airport no later than 45 minutes prior to departure.

### **CHANGE TRAVEL PLANS**

**\*\*FROM 0900 - 1700\*\***

All changes must be sent to Marlin Travel at [AHStravel@marlintravel.ca](mailto:AHStravel@marlintravel.ca) or contact Marlin Travel at 780-425-8611.

**\*\*FROM 1700 - 0900\*\***

Marlin Travel – After hours travel & accommodation changes can be made at 780-718-6417.

# TRAVEL PROCESS FOR ALL AHS CONTRACTORS to/from FORT MCMURRAY

## **AHS Contractors**

**All AHS Contractors requiring flights, ground transportation and/or accommodations to and from Fort McMurray must adhere to the following process:**

1. Contractor will speak with the AHS Capital Management Requestor, at [Mike.Linn@ahs.ca](mailto:Mike.Linn@ahs.ca).
2. Capital Management Requestor will send a deployment package to the contractor to complete and return to the Capital Management Requestor.
3. Capital Management Requestor will forward the completed deployment packages Marlin Travel.

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## **Air Travel**

One flight/day to/from FMM

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