Guidelines for Visitors booking themselves

*Should be made available to self-booking travelers being funded by the University*

- **Air Transportation**
  
  The University recommends using [Vision Travel](#) in order to benefit from McGill’s airline discounts. The University reimburses economy class tickets only; when travel plans are known sufficiently in advance, the Visitor should make every effort to take advantage of seat sales or any similar special offers.

- **Train Transportation**
  
  The University encourages usage of rail travel whenever practical. The Visitor is authorized to use any class of rail for any route provided the cost of the rail option does not exceed the lowest airfare for the same routing.

- **Accommodation**
  
  The University has put in place a Hotel Program for Visitors. The list of participating hotels is available on this [webpage](#). When contacting the hotel indicate that this McGill related in order to obtain the McGill rate. Should you need to book a different hotel, it is recommended to obtain approval from the sponsor.

- **Ground Transportation**
  
  The University reimburses reasonable taxi rates as well as all public transportation costs.