Who we are
Travel Services, under Procurement Services, is developing a Travel Management Program to assist McGillians travelling for University related activities.

Contact us
Travel program Manager: Gloria Bachar
trade.procurement@mcgill.ca  514-398-4421
Before you go

Gather all the important information required before you leave. To include but not limited to:

- Register your trip itinerary
- Obtain appropriate Health insurance
- Get the best fare for your planned itinerary through Vision Travel McGill’s contracted TMC
- Check to make sure your destination country is safe to travel

Contact McGill Travel Services for assistance

Important steps

For more information, go to travel tips

Health Insurance

- Check coverage details and limitations of your health insurance - both the Quebec Health Insurance Plan -RAMQ and the McGill Health Plan Emergency Travel Assistance benefit (if you are a member of the McGill Health Plan)
- Make sure you are covered for the entire period you are away
- Familiarize yourself with the Emergency Travel Assistance from Manulife (if you are a member of the McGill Health Plan)
- Ensure all your vaccinations are in order
- Contact the J.D. Maclean Pre Travel Clinic
- Print or download the Manulife Healthcare Card

Cellular roaming charges

- Consider purchasing a Bell Mobility package to avoid high cellular roaming charges

Safety

Always check Canada’s Country Travel Advice for the latest information and news regarding your destination:

- Health
- Security
- Advisories
- Entry requirements
- Much more

Health

Manulife’s Emergency Travel Assistance (if you are a member of the McGill Health Plan) is your go-to resource when facing an unexpected health emergency while out of town.

Print or download all the necessary documents prior to departure to make sure you have all appropriate information.

Reservations - See 4 Steps to Booking Airfares

By booking with Vision Travel – either with a travel counselor or their online booking tool, you will benefit from McGill airline agreements, assistance both enroute and after your return. Airfares will be charged on a McGill credit card and directly to your FOAPAL. They can assist you with ticket cancellations, reissues and refunds.

You may apply for an American Express University Corporate card for on the road travel expenses.
**How to book airline tickets with Vision Travel (traveler)**

**Step 1**
Create a Traveler Profile through **VisionLink**
(one time only)

**Information required:**
1. Email address
2. Faculty or Unit
3. Name as per passport
4. Language EN or FR
5. Gender
6. Date of Birth
7. Office telephone #

**Step 2**
Book Airfare online with **VisionLink**
(Tutorial and User Guide)

by email or phone with a **Travel Consultant**

**Step 3**
Pay for Airfare through **Travel FOAPAL Authorization Form**
Or
Personal credit card

**Step 4**
Receive
1. Itinerary
2. E-ticket
3. Invoice

Note: if paid by FOAPAL form a 3rd Party Advance will be issued by the Travel Desk which you are required to clear through your trip expense report

**Help:**
**Vision Travel Consultant** Monday – Friday 8:30 - 17:30
514-855-5636 or 1-866-827-7086 or mcgill@visionvoyages.ca

**VisionLink Help Desk** Monday – Friday 08:30 – 17:30
Call 1-877-385-6415 or obt@visionvoyages.ca

**McGill Travel Services:** 514-398-4421 or travel.procurement@mcgill.ca
During your trip

What to do in case of Emergency?
Consult our Travel Emergency Guide

1. For health related emergencies, (if you are a member of the McGill Health Plan) contact Manulife’s emergency travel assistance provider immediately following a medical emergency or that of your own insurance provider
   b. Toll free from UITF Countries (dialing prefix) + 800-9221-9221
   c. Otherwise, call collect: +1 519-741-8450

2. Contact the nearest Canadian embassy or consulate (or your own embassy/consulate)

3. Contact 24/7 TMC assistance to arrange emergency travel

After your trip

Important documents

Reimbursement
- Travel expenditures incurred for university related activities must be claimed via an expense report
- All expenses must be reported as one comprehensive Expense Report (including Advances related to that trip)
- Original paper receipts must be presented for all expenses claimed
- Scanned or picture receipts are accepted only for:
  o Gas
  o Taxi
  o Parking
  o Meals
- Travel supported by research grants must comply with University Expense Reimbursement Regulations and policies, unless specifically indicated otherwise by the granting agency. In the event of inconsistencies, the granting agency guidelines will apply.

For more details, visit Financial Services