



The Travel Management Program

MANAGEMENT FORUM - MARCH 23, 2015

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TRAVEL SERVICES, PROCUREMENT SERVICES

Travelling for McGill

How many of you have travelled or arranged travel for McGill in the past ?



Current Process

- > Rate Guide
- > Acceptable Ways to Pay for Travel
- > Auto Rental
- > Before You Travel
- > Business M
- > Day Trip M
- > Hotel Certificates
- > International Travel
- > Loc
- > Ne
- > Per
- > Fut
- > Trip
- > Social Event Meals
- > Travel & Meals (Before May 1, 2010)
- > Travel Basics
- > World/New

Cash Advances

What are the travel rules?

Accounts Payable

Travel Agencies

Online Booking Sites

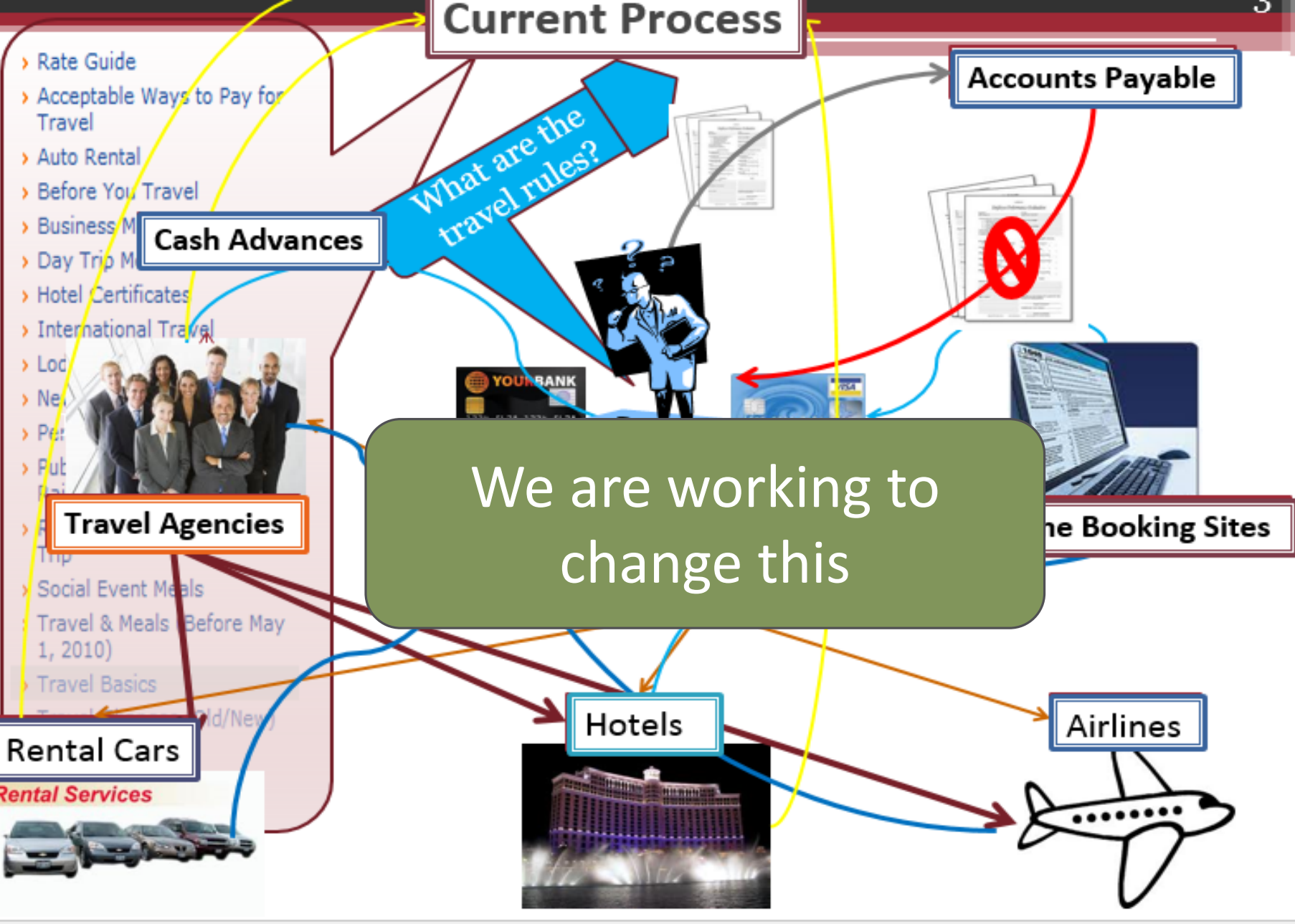
We are working to change this

Rental Cars

Hotels

Airlines

Rental Services



To make travel booking easier



What systems are in place now for airline bookings?

Travel Management Companies

- Vision
- Uniglobe Lexus
- House of Travel

Online Booking Tools

- VisionLink
- Air Canada Corporate Rewards

Gain access to our discounts with



The benefits of booking air with one of our TMCs

- Access to McGill discounts
- Payment via FOAPAL (for sponsored guests too) or by Credit Card
- Access to private fares (otherwise not available)
- Personalized service – by phone or email
- OPC (L 'office de la protection consommateur) protection
- 24/7 assistance on the road (*fees may apply*)
- Travel and CO2 emission Statistics

The benefits of booking air through VisionLink

- Profile set up reduced to minimum requirements
- Access to McGill discounts (*excluding Air Canada*)
- Payment via FOAPAL or by Credit Card
- Pricing search – all airlines featured (*excluding Air Canada*)
- OPC (L'office de la protection Consommateur) protection
- 24/7 assistance on the road (*fees may apply*)
- Travel and CO2 emissions Statistics

The benefits of booking on AC Corporate Rewards site

- Access to McGill discounts with Air Canada and the Lufthansa Group: (Austrian, Brussels and SWISS Airlines only)
- Profile includes Aeroplan info
- Important to book with AC Corporate Rewards even if same price
 - (no discount on Tango fare)
- Payment via personal Credit Card only
- 24/7 assistance on the road
- Travel and CO2 emissions statistics

QUICK REFERENCE GUIDE - MCGILL TRAVEL AGREEMENTS

 Travel Suppliers as of March 12, 2015 - For complete details see www.mcgill.ca/travelservices

AIRLINES

Worldwide

Air Canada, Lufthansa Group
Porter
WestJet
Delta, Air France, KLM, Alitalia,
Virgin Atlantic
El Al Israel

 Business

 Leisure

TRAIN

Canada and USA

VIA Rail

 Corporate Discount code:
810612

Leisure discount code: 810611

 Business

 Leisure
Note: Students check out VIA's
youth fares online

CAR RENTALS

Greater Montreal Area

Enterprise

 Discount codes:
Staff: XVC7110
Students: XVC7111

 Business
Leisure

 Rest of Canada, USA &
International

CAUBO

 Enterprise – all regions worldwide
National – North America

 Business

 Leisure

HOTELS

Downtown Montreal

McGill Official Hotels Program

 Business

 Leisure

 Rest of Montreal & Quebec
Government of Quebec Hotel
Program

 Business

 Leisure

 Rest of Canada, USA &
International

IHG – check discounted hotels

 Business

 Leisure
CAUBO – varies by hotel

 Business

 Leisure or
Online Booking Tools
VisionLink – Porter, WestJet,
Delta, Air France, KLM, Alitalia
Air Canada
TMCs
Vision Travel
Uniglobe Lexus
House of Travel
Register trip
Travel Registry prior to departure

Participate in the Program

By booking inside the program:

- ✓ Potential Savings – **air, train, car and hotels**
- ✓ Gain process efficiencies
- ✓ Improved customer service
- ✓ Implement best practices
- ✓ Insight into booking data



Our Goal

A comprehensive Travel
Management Program for
McGill Travelers



The future Travel Management Program (TMP)

TMP

- TMCs and OBTs → 1-stop shop and book
- Integrated booking and expenses → Fast and easy reimbursements
- Travel cards → smooth payment method
- Travel and Reimbursement Regulations → Clear guidelines
- Mitigation of Travel Risks → Advance information
Emergency procedures

In the meantime we strongly recommend

- Purchase the lowest logical airfare for your itinerary
- Shop - compare routings and pricing
- Obtain several quotations (*from whatever source you are using*)
- Book with McGill's TMCs & OBTs *to build McGill's purchasing volume – when possible and logical*



If you want to learn more...

Organize a Mini Training Session on How to Book Travel in your Faculty or Unit

Keep up to date on all the McGill travel news:-

- register for the Travel Services ListServ
- watch for items in What's New @ McGill
- mcgill.ca/travelservices

Contact: Gloria @ 514-398-4421 or
Email me at travel.procurement@mcgill.ca

Thank you

Any Questions or Comments?

Come by and see me – outside the ballroom during the lunch break

Pick up a Travel Services bookmark and my business card

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