



**Travel  
Management  
Program**

**Programme de  
gestion des  
voyages**

## **Travel Request**

To take advantage of negotiated discounts with [airlines](#) McGill Travel Services recommends the booking of University related travel through [Vision Travel](#) or the online booking tool [VisionLink](#). If you prefer the personalized service of a travel consultant this list could assist in streamlining the request and booking process. The use of a travel consultant is the best practice for a multi-city or international itinerary.

Key elements to include and consider in your request for an airline ticket:

1. Last Name, First Name and Middle name exactly as it appears on your Passport
2. Date of birth - Day/Month/Year: please indicate **month** (e.g. 03jan70)
3. Nationality
4. Gender
5. Departure City
6. Destination
7. Preferred airlines and/or airlines you do not want to use
8. Required dates / times for arrival and departure – provide parameters and ranges
9. Flexibility (if any) - give an indication of your threshold
10. Are you open to making connections

*Please Note: The industry standard for connection time vs money saved is \$100/hr.*

11. Are there certain airports that you would like to avoid

For more information regarding the [booking process](#) and how to reach a travel consultant go to [McGill Travel Services](#)

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