How to book airline tickets with Direct Travel (Traveler)

Option 1: 
Book Airfare 
by Email or Phone 
w/ Travel Consultant

Option 2: 
Book Online 
w/ VisionLink
(Tutorial & User Guide)

Direct Travel Service Fees

Step 1: Create a Traveler Profile through VisionLink
(One time only - you will receive an email with a temporary password)

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: Pay for Airfare

Option 1: 
Through Airfare/Rail FOAPAL Authorization Form.
Note: consider the purchase of airfare cancellation insurance, available through Direct Travel.

Option 2: 
Personal credit card (only accepted if you are traveling for purpose of academic and research activities)

Receive an email with:
1. Itinerary
2. E-ticket
3. Invoice

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

Vision Travel Consultant (Monday – Friday: 08:30 - 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

Reference Material: Travel Regulation, Booking Airfares, Paying for Airfares, Best Airfare Guarantee