

Travel Guide

McGill Travel Services
www.mcgill.ca/travelservices

June 2018



McGill



Travel
Management
Program

Programme de
gestion des
voyages

Who we are

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

Contact us

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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

- If you are part of the University [Telus plan](#), it is not necessary to call for a travel bundle as the rates in place apply automatically when you begin roaming outside of Canada

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.

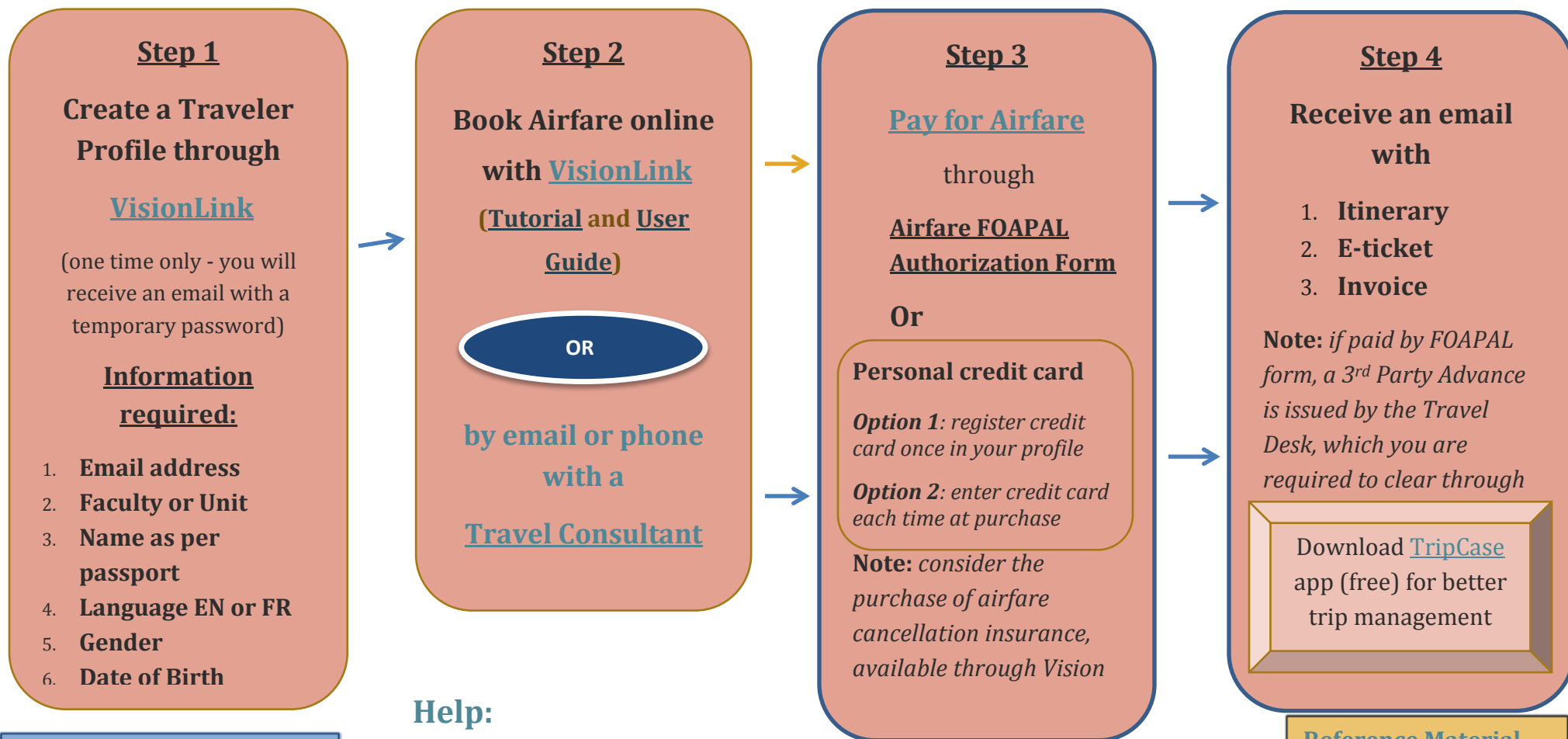
Reservations - See [4 Steps to Booking Airfares](#)



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)



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

Important Note

For multi-segment and international itineraries, it is strongly recommended and best practice to use the services of a travel consultant.

[Vision Travel Fees](#)

Reference Material

[Travel Regulation](#)

[Booking Airfares](#)

[Paying for Airfares](#)

[Best Airfare Guarantee](#)

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
 - a. In Canada/US : **+1-800-265-9977**
 - 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:
 - Gas
 - Taxi
 - Parking
 - 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](#)