

Visitor Booking Guide *(university funded)*

How to Book and Pay for McGill Visitors
plus
[Guidelines for Visitors booking themselves](#)



Travel
Management
Program

Programme de
gestion des
voyages

November 2017

How to Book and Pay for Visitors

Airfares

- Payment by FOAPAL form – Claimant is FFM (*signature by immediate supervisor not required*)
- To facilitate the process use [Visitor Airline Ticket Introduction Form](#)
- Trip Cancellation Insurance recommended – reimbursable expense – *valid only for medical reasons Visitor and immediate family*
- Consider and compare airfare options that **are transferable** (*in the event of cancellation*)

Train tickets

- Currently no payment option for train tickets – VIA only accepts credit card
- Visitors may benefit from the VIA Rail discount if holding a letter from McGill on letterhead indicating that they are authorized to travel on McGill's discount agreement
- The trend is to ask the Visitor to book their own train

How to Book and Pay for Visitors *(continued)*

Accommodations

- McGill Official Hotel Program (MOHP)
 - ❑ Hotels featured in MMP – reservation can be held and paid through MMP/PO
 - ❑ Visitor will need to present their credit card upon check-in

- Other hotels (not part of MOHP)
 - ❑ Only c.c. to hold the reservation *(could be Visitor's or McGill person)*
 - ❑ Visitor uses their c.c. upon check in and to pay for charges
 - ❑ Charges to be included in the EXR of claimant

Note: MMP is only featuring the hotels in the MOHP, other hotels will not be added

How to Book and Pay for Visitors *(continued)*

Airfare

Scenario 1

Visitor books/pays their own ticket with a personal credit card

Pros

- Visitor is in charge of own booking and preferences
- if trip is cancelled, Visitor solely responsible for claiming reimbursement or credit with the airline
- if trip is cancelled, the University will not be out of pocket (*may not be the case - the department may be obliged to reimburse*)
- cancellation insurance is recommended (*acceptable reimbursable expense*)

Cons

- no control over airfare purchased (*unless the department requests to approve prior to purchase*)
- Visitor may not have the means to buy the ticket in advance
- may not be suitable for VIP Visitors
- purchase does not benefit from potential savings using McGill agreements
- expenses incurred by Visitors in advance of the trip will not be reimbursed until after the trip

How to Book and Pay for Visitors *(continued)*

Airfare

Scenario 2

University books/pays the Visitor's ticket

Pros

- allows for visibility over routing and pricing
- potential to benefit from McGill agreements
- suitable for VIP Visitors
- Visitor is not out of pocket
- invoice in hands of the department
- cancellation insurance is recommended
(acceptable reimbursable expense)

Cons

- if trip is cancelled, tickets that are non-transferrable and/or non-refundable may be lost to the University

Note: if ticket is purchased through McGill's preferred suppliers then arrangements for reuse may be possible

How to Book and Pay for Visitors *(continued)*



Accommodation

Scenario 3

Visitor books/pays accommodation with a personal credit card – in Montreal area



Pros

- Visitor is in charge of own booking and preferences
- if trip is cancelled, Visitor will be solely responsible for canceling reservation with hotel and paying cancellation fees (*may not be the case – the department may be obliged to reimburse*)
- potential to benefit from McGill Guest Program

Cons



- Visitor accommodation is being paid by McGill but McGill is not obtaining the lowest price of the the University MOHP – process via MMP
- no control over accommodation reserved (*unless McGill sponsor requests to approve hotel choice prior to reservation*)
- may not be suitable for VIP Visitors

How to Book and Pay for Visitors (*University funded*)



Accommodation

Scenario 4

University reserves/pays for the Visitor's accommodation



Pros

- ensures the reservation within MOHP*
- suitable for VIP Visitors
- easier to account for travel expenses as invoice in hands of sponsor

Note: Visitors may still have to present their personal credit cards at check-in

**McGill Official Hotel Program*

Cons



- refer to [Payment Chart](#) to find form of payment for the reserving and paying for accommodations for Visitors outside of MOHP

Note: Visitors may still have to present their personal credit cards at check-in

Guidelines for Visitors booking themselves

Should be made available to self-booking travelers being funded by the University

➤ Air Transportation

The University recommends using [Vision Travel](#) in order to benefit from McGill's airline discounts. The University reimburses economy class tickets only; when travel plans are known sufficiently in advance, the Visitor should make every effort to take advantage of seat sales or any similar special offers.

➤ Train Transportation

The University encourages usage of rail travel whenever practical. The Visitor is authorized to use any class of rail for any route provided the cost of the rail option does not exceed the lowest airfare for the same routing.

➤ Accommodation

The University has the McGill Official Hotel Program which includes Guests. The list of participating hotels is available on this [webpage](#). When contacting the hotel indicate that this McGill related in order to obtain the McGill rate. If the University is paying for your accommodations, the reservation needs to be made by a University representative.

➤ Ground Transportation

The University reimburses reasonable taxi rates as well as all public transportation costs.



McGill



Travel
Management
Program

Programme de
gestion des
voyages



Questions?

Visit our website: www.mcgill.ca/travelservices

Contact us

Travel Program Manager: Gloria Bachar

travel.procurement@mcgill.ca | 514-398-4421

