



Appendix 4

Traveling on Behalf of NSERC

During your mandate as an EG member, you will be asked to travel on the following occasions:

- In November, new members will be invited to attend the Orientation Session for New Members that will be held in Ottawa.
- In November, EG Chairs will be asked to attend the Executive Committee Meeting, as well as participate in the Orientation Session for New Members that will be held in Ottawa.
- In February, all members will need to attend the competition sessions.

Your travel and living expenses, while on NSERC business, will be reimbursed by NSERC.

Below, you will find useful information regarding meeting and travel arrangements with NSERC.

1) NSERC's Travel Service Provider

Travel arrangements for all NSERC business are made through NSERC's Travel Agent, **Carlson Wagonlit by Global Travel Centre**. You may contact them:

- by telephone at 613-238-0000 or 1-800-267-1264;
- by fax at 613-238-8033; or
- by e-mail at global@globaltravel.ca

There are several advantages to this mode of operation for you as well as for NSERC, including the following:

- NSERC is billed directly for the travel and hotel costs; you do not need to pay first and be reimbursed after the meeting.
- Members receive an automatic \$600,000 air flight accident insurance (\$500,000 from AMEX and \$100,000 from Carlson Wagonlit by Global Travel Centre).
- NSERC qualifies for significant volume discount rates (through convention rates) and is able to minimize costs.
- Your travel costs are calculated prior to the meeting. An automatic reimbursement is then provided to you after the meeting.

You will receive details on travel arrangements prior to the meeting(s). Government employees, members using their own travel agent or renting a car, and contract members are required to submit a travel expense claim form along with original receipts for all charges submitted for reimbursement.



If you foresee incurring out-of-pocket expenses as a result of your NSERC activities, but separate from your attendance at meetings, discuss these with your Program Officer prior to the meeting.

2) Frequent Flyer Points

As of June 1, 2001, Treasury Board amended its Travel Policy to allow for frequent flyer points (e.g., Aeroplan for Air Canada and Air Miles for Westjet) to be collected from tickets purchased or reimbursed by the federal government. As we adhere to this Travel Policy, we are pleased to advise you that your frequent flyer membership number can be added to your reservation by our travel service provider to allow you to collect these points. Supply your membership number to Carlson Wagonlit by Global Travel Centre when making your next reservation.

Note: The reimbursement of tickets purchased with frequent flyer points will not be allowed. Benefits that have been earned in a travel loyalty program, as a result of business travel transactions that are paid or reimbursed by government, are taxable benefits when redeemed for personal needs. For further information on this matter, refer to the Canada Customs and Revenue Agency (CCRA) Interpretation Bulletin IT-470R (Consolidated) – Employees' Fringe Benefits. **The government will not issue a T4 or T4A slip in this regard. It is the responsibility of each member to report the applicable taxable benefit when completing their annual tax return.**

3) Electronic Ticketing

Most major airlines issue electronic tickets. Air Canada, Westjet and Porter Airlines offer on-line check-in 24 hours prior to departure. This can be done on the airline's Web site by entering your booking reference number and following the steps. Some airlines, such as Westjet and Porter, are ticketless and only require the booking reference number/locator.

How It Works

All passengers must proceed to the relevant airline counter or the kiosk to obtain a boarding pass before going through security and then the departure gate. You will need a government-issued photo identification for all domestic flights and should have a copy of the electronic ticket, if possible, when traveling. For international flights, you must go directly to the airline check-in counter or kiosk area, present your travel receipt (as well as proper documents such as a passport or visa), and then proceed through customs in the usual manner.

Note: Luggage fees may apply, especially when travelling on U.S. carriers.

If you forget your travel receipt, go to the relevant airline check-in counter and present photo identification. You will then receive your boarding pass and can proceed as usual to the departure gate.



Note for members not using NSERC's Travel Agent (Carlson Wagonlit by Global Travel Centre) : An electronic ticket (e-ticket) also serves as the "invoice" which provides confirmation, similar to a paper airline ticket, that travel has been purchased. The electronic ticket/invoice consists of the trip itinerary and a page entitled "Passenger Itinerary/Receipt" that includes additional invoicing details such as invoice number, date of issue, GST and the total airline ticket cost. These documents should be submitted in their entirety with your travel claims in lieu of a paper ticket receipt.

4) Seat Selection

It should be noted that advanced seat selection is not guaranteed for every booking. For instance, Air Canada blocks a number of its seats for airport check-in only; it also restricts many others for either the higher-paying passengers or Aeroplan members. So while every effort is made by our travel agency to get a seat for you in advance, this is not always possible.