



## Appendix 4

# Traveling on Behalf of NSERC

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

- In September, some members will be invited to attend the Information Sessions at their own university or a nearby university.
- In November, new members will be invited to attend the Orientation Session for New Members that will be held in Ottawa.
- In November, GSC Chairs will be asked to attend the Chairs' 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](mailto:global@globaltravel.ca).

You may also contact NSERC's Meeting and Travel Planning Services (MTPS):

- by telephone at 613-947-4700; or
- by e-mail at [z-travel@nserc.ca](mailto:z-travel@nserc.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 sent to you shortly after the meeting. For those required to submit a travel expense claim form, the time needed to process your travel expense reimbursement is reduced.

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.

**Note:** For members traveling in September for information sessions, a package containing last-minute information relating to the visit and a travel expense claim form will be sent to you before the visit.

## 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 that 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

Air Canada and Westjet offer electronic ticketing.

### How It Works

Passengers with or without luggage must proceed to the relevant airline counter or the kiosk to obtain their boarding pass before going through security and then the departure



gate. Note that 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.

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:** 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 air ticket cost. These documents should be submitted in their entirety with your travel claims in lieu of a traditional 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.