

POLICY

| *Travel and Research Expenses Policy*

| Approved by the Executive Committee of the Board on May 1, 2020

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1. CONTEXT

In 2002, the Government of Canada endowed the Pierre Elliott Trudeau Foundation with the Advanced Research in the Humanities and Human Sciences Fund in the amount of \$125 million, to be capitalized in perpetuity as a legacy in honour of the former Prime Minister.

Since its inception, the Foundation has served as a nonpartisan registered charity and the Fund has been dedicated to supporting excellence and leadership in the pursuit of advanced knowledge and ideas.

2. INTRODUCTION

This travel and research expense policy (the “**Travel and Research Policy**”) provides the goals, principles, guidelines and procedures used by the Pierre Elliott Trudeau Foundation (the “**Foundation**”) that will ensure efficient approval, reporting and reimbursement of travel, research and networking expenses on Foundation business undertaken by our Scholars, Fellows, Mentors, staff, directors, members and other travellers (the “**traveller**”).

This policy may be updated from time to time as required.

3. GOALS AND PRINCIPLES

The Foundation’s Travel and Research Policy has the following goals:

- To ensure the exemplary management of the Foundation’s resources, and optimize the use of resources allotted for travel;
- To offer travel conditions that meet travellers’ legitimate needs and expectations.

The following principles govern the policy:

- Travellers should make a fair, transparent, prudent and responsible use of the Foundation’s resources;
- Travellers should take the environmental and social impacts of their travel options into account; and
- Among other considerations, travellers should consider how their travel option could affect the Foundation’s image and reputation.

4. ALLOWABLE EXPENSES

If you require any clarification or confirmation if an expense is an Allowable Expense, please contact the Foundation.

Based on the application of this policy, Foundation Management may, at any time, refuse to cover an expense considered unjustified or unreasonable. A program beneficiary’s refusal to comply with this policy or his or her provision of a false statement could provide cause for

termination of the scholarship, mentorship or fellowship funding agreement between the program beneficiary and the Foundation.

4.1 Research, research, travel and networking allowance for Scholars, Fellows and Mentors

Research, travel and networking allowances for Scholars, Fellows and Mentors are also known as the Annual Travel Allowance (the “ATA”).

Scholars may receive up to three advances each year from their research, travel and networking allowance and are requested to submit expense reports to support their expenses in accordance with the procedures in section 5.

Travel, research and networking expenses of the Foundation’s Fellows from the 2014 cohort onward will be deducted from those individuals’ research, travel and networking allowance on account at the Foundation, when such expenses are incurred to take part in events organized by the Foundation.

Similarly, the travel expenses of the Foundation’s Mentors from all cohorts will be deducted from those individuals’ annual travel allowance in compliance with their agreement currently in effect.

4.2 Air travel

Cost of air travel

- 4.2.1 Travellers must, to the extent possible, book their flights through the Foundation’s travel agent (see Appendix C). While service fees apply, this aims to regroup air travel to achieve economies of scale and to facilitate the application of this policy as well as accounts reconciliation.
- 4.2.2 Travellers must travel in economy class. When possible, efforts should be made to book airfare in advance to take advantage of reduced fares. The Foundation encourages travellers to book refundable and modifiable airfare when possible.
- 4.2.3 If a traveller adjusts his or her travel schedule within two days in order to reduce the total travel cost (for example, by staying at the destination overnight), a claim for accommodation and incidental expenses will be accepted, as long as these additional expenses were incurred to save money to the Foundation overall. The traveller must demonstrate the cost savings and will have to include quotes as supporting documentation.
- 4.2.4 Airfare in any other class greater than economy (or Economy Flex for Air Canada) will be allowed for:
 - Flights with flying time greater than nine hours long. The duration of the trip is calculated based on flight departure and arrival time.

- When business-class fare can be demonstrated to be more economical for the same destination and time frame.
- When the trip cost of staying overnight (i.e. accommodations, incidentals) can be demonstrated to amount to more than a business-class night flight.
- A health condition exists, a medical certification is provided to the Foundation and prior approval is obtained with the Foundation.
- If no other alternative exists, the Foundation can authorize business-class travel in exceptional circumstances, if, for example, a traveller has to return home sooner than expected because of illness, accident, or emergency.

Other air travel considerations

- 4.2.5 Reservation changes must be minimized to avoid change fees. If a traveller considers a change fee justified, for example in the case of illness or *force majeure*, the traveller may submit the grounds for that justification when he or she requests reimbursement of the fee from the Foundation. If the Foundation does not consider the change justified, the change fee will remain for the traveller's personal account.
- 4.2.6 Flight cancellation insurance is an allowable expense.
- 4.2.7 Where additional medical coverage is warranted, such coverage shall be considered an allowable expense.
- 4.2.8 Expenses related to stopovers that are unnecessary for research purposes and that are avoidable will not be reimbursed.
- 4.2.9 When circumstances warrant the need to change the original flight date(s) or time, the fees associated with the change will be reimbursed with explanation. It is also advisable to make flight changes as early as possible to keep costs low.
- 4.2.10 Excess luggage fees when necessary for the purpose of the trip are considered allowable expenses.
- 4.2.11 The Foundation will not pay for flight upgrades or flight segments on travel undertaken for purposes unrelated to the Foundation's affairs.
- 4.2.12 No reimbursement can be claimed for air travel purchased with frequent flyer points. Frequent flyer points may be used for flight upgrades and segments provided there is no additional cost to the Foundation.

Supporting documentation for air travel

- 4.2.13 Copy of ticket or e-ticket which must include the passenger's name, flight information (date, origin, destination, flight number) and proof of payment.

- 4.2.14 Boarding passes should be provided as supporting documentation as a good practice. Boarding passes are mandatory when the supporting documentation is insufficient to clearly demonstrate the traveller was in the destination. Boarding passes must be kept, along with airplane tickets, for verification purposes. Electronic boarding passes are accepted.
- 4.2.15 Hotel and flight reservation confirmations are not considered to provide proof of payment. Other documents must be kept for verification purposes (for example, a hotel account statement, a credit card receipt or a credit card statement).

4.3 Train travel

Cost of train travel

- 4.3.1 Travellers must travel in economy class, making their reservations in advance and adapting their schedules to take advantage of reduced fares rather than paying the full cost of economy class. Business-class fare is permitted when it can be demonstrated to be more economical than economy class for the same destination and time frame.
- 4.3.2 Roomette class rail fare is allowable if overnight travel is necessary.

Other train travel considerations

- 4.3.3 Reservation changes must be minimized to avoid change fees. If a traveller considers a change fee justified, for example in the case of illness or *force majeure*, the traveller may submit the grounds for that justification when he or she requests reimbursement of the fee from the Foundation. If the Foundation does not consider the change justified, the change fee will be for the traveller's personal account.

Supporting documentation for train travel

- 4.3.4 Boarding passes must be kept, along with the train itinerary and receipt, for verification purposes. Electronic boarding passes are accepted.

4.4 Collective modes of transportation

- 4.4.1 Travellers are encouraged to use public transit and shuttles whenever available, for instance in urban setting or for transfers to and from an airport or train station. Collective transportation modes often present a more environmentally, economical, and effective transportation option.
- 4.4.2 Travellers may claim the cost of public transit and shuttle tickets purchased.
- 4.4.3 Travellers may claim reasonable taxi costs incurred for activities related to the Foundation's goals.

4.5 Vehicles

- 4.5.1 Vehicle transportation costs will be reimbursed when travelling by vehicle is the most practical and economical method of travel.
- 4.5.2 The choice between renting a vehicle and using the traveller's own vehicle must be based on cost.

4.5.3 Vehicle rental

- 4.5.3.1 Vehicle rentals are limited to seven days per trip.
- 4.5.3.2 Travellers must rent compact vehicles, unless a larger vehicle is necessary for the purpose of the trip (for example, carpooling with other Scholars to a Foundation event, travelling with large research material, etc.).
- 4.5.3.3 In addition to the cost of renting a vehicle, travellers may claim fuel costs and insurance coverage (if necessary) and any kilometres or mileage charged by the rental company, as required. Travellers not already covered by auto rental insurance must explicitly purchased one from the rental company.
- 4.5.3.4 If a vehicle rental is connected to air travel, the traveler is encouraged to rent a vehicle through the Foundation's travel agent as per paragraph 4.2.1. No additional service fees apply.

4.5.4 Personal private vehicle

- 4.5.4.1 Reimbursement is based on a certain rates per kilometre. To determine the per-kilometre rate that applies to the province or territory where the vehicle is registered, please consult Appendix A. These rates will be adjusted from time to time as necessary.
- 4.5.4.2 Fuel costs cannot be claimed, as they are included in the per-kilometre rate.
- 4.5.4.3 A third-party itinerary demonstrating kilometres travelled (a departure-to-destination itinerary from Google Maps, for example) should be submitted with the expense claim/activity report as supporting documentation.

4.5.5 Parking and tolls

- 4.5.5.1 Travellers may claim reasonable parking expenses and tolls incurred for activities related to the Foundation.
- 4.5.5.2 Original receipts must be kept for verification purposes.

4.6 Accommodations

Cost of accommodations

- 4.6.1 Reasonable accommodation expenses (commercial accommodations or in a boarding facility) will be covered. Before booking their accommodation, travellers should consider factors such as distance from the place of business, access to public transit, Internet access, and breakfast costs, which may impact the cost of the overall trip.
- 4.6.2 Travellers may stay in commercial accommodations at a standard room rate.
- 4.6.3 Travellers may stay in private non-commercial accommodation, such as a private dwelling or non-commercial facilities where the traveller does not normally reside. Non-commercial accommodations costs will be reimbursed as per the daily allowance set out in Appendix B. The allowance is intended to cover expenses such as the cost of groceries or a gift to the hosts. This allowance will be adjusted from time to time as necessary. The Foundation may request written confirmation from the host that the traveller stayed in the private non-commercial accommodation.
- 4.6.4 The cost of non-commercial accommodations (for example, a boarding house or apartment rental) for a period longer than seven days will be reimbursed. Original receipts and proof of payment should be submitted as supporting documentation.
- 4.6.5 If the accommodation is connected to air travel, the traveler is encouraged to book the hotel through the Foundation's travel agent as per paragraph 4.2.1. No additional service fees apply.
- 4.6.6 Hotel reservation confirmations are not considered to provide proof of payment. Other documents must be kept for verification purposes (for example, a hotel account statement, a credit card receipt or a credit card statement).

4.7 Meals

Cost of meals

- 4.7.1 Travellers' meal expenses will be reimbursed as per the allowance set out in Appendix B. The allowance will be adjusted from time to time as necessary.
- 4.7.2 Travellers may claim the actual cost or the per-diem amounts set out in Appendix B.
- 4.7.3 Receipts are not required to claim per diems.
- 4.7.4 Alternatively, if travellers' expenses are less than the allowance set out in Appendix B, travellers may choose to submit original itemized receipts for meals in order to optimize the use of their annual allowance and the Foundation's resources. Detailed original receipts must be provided as supporting documentation. A credit card statement alone is not sufficient.
- 4.7.5 A meal allowance cannot be claimed if a meal was provided by the transportation carrier or in the accommodation rate or at a meeting the traveller attended.

Other meals considerations

- 4.7.6 Meal claims may include alcohol, on the understanding that the Foundation only reimburses the reasonable consumption of alcohol when taken with a meal.
- 4.7.7 Foundation community members other than staff may not incur meal expenses on the Foundation's behalf.
- 4.7.8 When meals are taken with other Foundation travellers, each traveller is responsible for claiming his/her own meal up to the limit set out in Appendix B.

4.8 Incidental expenses

- 4.8.1 Incidental expenses are expenses incurred as a result of travel. They include but are not limited to such items as gratuities, laundry, dry cleaning, personal health or hygiene products, phone calls to home, pet care, telecommunications hook-ups and service, and the shipping of some personal effects.
- 4.8.2 Travellers may claim the incidental expense allowance when their travel includes a night away. The Foundation applies the rates set out in Appendix B. These rates will be adjusted from time to time as necessary. Receipts are not required to claim the incidental expense allowance.

4.9 Other expenses

- 4.9.1 Telephone calls or internet connections for work purposes will be reimbursed to the traveller. Detailed original receipts and proof of payment must be kept for verification purposes.
- 4.9.2 Travel-insurance costs, as well as the costs of required inoculations, travel visas for international travel, and foreign exchange fees will be reimbursed. It is the traveller's responsibility to purchase health insurance, including repatriation insurance, any time such insurance is required for travel undertaken for purposes related to the Foundation's affairs.

4.10 Research, travel and networking expenses for Scholars

- 4.10.1 To be allowable, Scholars' research, travel and networking expenses must relate to the following activities and are subject to the further provisions of this policy:
 - Studies;
 - Research at an institution or fieldwork location away from the home university;
 - Any public engagement event to which a Scholar is invited by the Foundation;
 - Pre-approved language training in one of the official languages of Canada (French and English) and Indigenous languages of Canada, as

per sections 4.10.2 to 4.10.4 and the Foundation's *Policy on Language: BilingualismPlus*;

- The visit of an expert for research-related purposes; the Scholar must inform the expert that his or her expenses will be subject to the terms and conditions herein;
- Purchase of books, electronic books, articles, journals, subscriptions and audio-recordings related to research or Foundation events, up to a limit of \$500 / per year
- Transportation;
- Accommodation;
- Per diems for stay outside Canada/USA;
- Conference and seminar fees;
- Purchase of relevant and minor research equipment and supplies up to \$1,000 per year, excluding computer hardware;
- Translation costs for interviews and relevant research or studies;
- Editing, writing support and other costs to facilitate the dissemination of the Scholar's PhD thesis;
- Transcription of interviews and compensation to participants for research interviews (refer to 4.10.5 and 4.10.6);
- Dependent care (see details in 4.10.7 and 4.10.8);
- Pre-approved moving expenses for research purposes (refer to 4.10.9).

Language training

4.10.2 Language training may be individual, computer-based, community-based or through courses available at colleges and universities or other recognized language school.

4.10.3 Administrative costs related to testing and any associated costs related to formal certification are considered admissible expenses.

4.10.4 In addition to original receipts, the Scholars are asked to provide a proof of completion. For formal language training, Scholars will be asked to submit a transcript or letter from the language instructor or institution annually and upon completion of their training. For informal training, Scholars will be asked to submit alternative proof of completion documents pertinent to their individual plan, on an annual basis.

Research interviews and interview transcription

4.10.5 Compensating participants for research interviews and interview transcription fees is allowable for reimbursement. The Scholar must keep proof of payment, such as a letter signed by the participant that includes the fee, name of the person, why the

person was compensated and whether the payment was in cash or in kind, for verification purposes.

- 4.10.6 If a gift is given in lieu of cash, the Scholar must keep the original invoice for the gift in addition to a signed letter from the participant acknowledging receipt for verification purposes.

Dependent care

- 4.10.7 If a Scholar on leave must travel with a child under the age of two and must be accompanied by a third person who will see to the child's needs during the Scholar's participation in Foundation event or public interaction activity of the Foundation, the Scholar may use his or her travel and networking allowance to cover the reasonable travel expenses of this child and the third party.
- 4.10.8 Scholars may use their travel allowance for reasonable dependent care expenses that are incurred as a result of a research trip or travel to a Foundation event. The Scholar may claim up to \$35 per day per household with a signed declaration, to a daily maximum of \$75 per household with a receipt/letter signed that includes name, address and social insurance number of the childcare provider. Original receipts and proof of payment must be kept for verification purposes.

Moving expenses

- 4.10.9 With prior approval by the Foundation, moving expenses for research purposes may be reimbursed. The doctoral supervisor must provide the Foundation with a letter explaining that the move is essential for the Scholar's research. Original receipts and proof of payment in the Scholar's name must be kept for verification purposes.

Costs for individuals with disabilities

- 4.10.10 Reasonable costs incurred to provide support for individuals with disabilities while travelling for Foundation events may be reimbursed. Such costs may be excluded from the calculation of their annual travel allowance. The traveller should obtain preapproval from the Foundation and provide a medical certificate.

4.11 Non-admissible expenses

- 4.11.1 Non-admissible expenses include but are not limited to passport issuance fees, international driving licence costs, traffic or parking violations, fines, fees, interest charges, carbon offset fees, avoidable change fees, avoidable cancellation fees, avoidable late fees, personal expenses, expenses reimbursed by other organizations or funding sources.
- 4.11.2 Spouses' or dependents' travel, lodging, or other types of expenses will not be reimbursed by the Foundation, unless the traveller is on approved parental leave.

4.11.3 Any expense deemed inappropriate or excessive will be declined by the Foundation.

5. PROCEDURES FOR CLAIMING REIMBURSEMENT OF EXPENSES

5.1 Supporting documentation for reimbursement claims and advances

5.1.1 In order to be eligible for reimbursement, expenses must be:

- Incurred by the traveller;
- Sufficiently explained and documented;
- Verifiable by financial services and auditors;
- Evidenced by a receipt, proof of occurrence and/or proof of payment.

5.1.2 In order to be eligible for an advance, a request for an advance must be:

- Accompanied by the latest financial activity report (Scholars only);
- Sufficiently explained and documented;
- Supported by a detailed budget (template provided by the Foundation).

5.1.3 Failure to include the information in 5.1.1 or 5.1.2 may result in delays in processing the reimbursement or advance.

5.1.4 The traveller must append all original receipts, invoices, and other supporting documents (for example: boarding passes, Google Maps printouts, Bank of Canada currency exchange rate calculations, credit card or bank statements) to the duly completed reimbursement form or financial activity report.

5.1.5 If the receipts, invoices, and other supporting documents do not provide sufficient information about a particular expense, the traveller must also provide a signed note describing the expense.

5.1.6 Although the Foundation does not require receipts for per diem expenses incurred during travel outside of Canada and the United States, we recommend that travellers keep their original receipts in the event that they are audited by the Canada Revenue Agency.

5.1.7 We strongly recommend that travellers keep photocopies of all original documents they submit with their claims for random verifications.

5.1.8 Whenever receipts and other documents are provided, it is understood that the claims and supporting documents may be submitted to the Foundation either by mail or in electronic format (PDF files sent by email to Accounts Payable or through Fluxx, if applicable). In some instances, providing the information to the Foundation electronically may speed up the reimbursement process. In the case of electronic submissions, the Foundation may also request the original paper document(s).

- 5.1.9 Submitting an electronic claim does not relieve the traveller from the obligation of providing original receipts to the Foundation or to a revenue agency. To that effect, it is recommended that the traveller retain all original documentation for a period of at least six years.

5.2 Disbursement of the annual travel allowance

- 5.2.1 The annual travel allowance bestowed to Scholars may be requested via claims for reimbursement after the expenses have been incurred (5.3) up until August 31, 2019. Since September 1, 2018, the Foundation disburses the annual travel allowance to Scholars by instalments paid in advance (5.4).
- 5.2.2 Fellows and Mentors must request their annual travel allowance by submitting a claim for reimbursement (5.3).

5.3 Claims for reimbursement (in effect for Fellows and Mentors; in effect for Scholars until August 31, 2019)

- 5.3.1 Expense claims should be submitted promptly to the Foundation for reimbursement using the Foundation's expense claim form. Exceptional circumstances aside, the Foundation will decline claims including expenses incurred more than two (2) months prior to the date of submission.
- 5.3.2 Given that the Foundation's fiscal year end is August 31, expenses incurred between July 31 and August 31 must arrive at the Foundation no later than September 15 to facilitate the annual year-end audit process. Expenses not claimed by that date may be deemed inadmissible for reimbursement by the Foundation.

5.4 Instalments of the annual travel allowance (in effect for Scholars as of September 1, 2019)

- 5.4.1 Payment Schedule. If the Scholar is in compliance with the terms and conditions set out herein, the Foundation will advance the ATA to the Scholar as follows:
- | | |
|---|------------------|
| 1 st instalment – mid-September | up to 40% of ATA |
| 2 nd instalment – mid-December/mid-January (2020 cohort) | up to 30% of ATA |
| 3 rd instalment – mid-May | up to 30% of ATA |
- 5.4.2 The Scholar must submit a financial activity report outlining the ATA – allowable expenses incurred by the Scholar in the preceding trimester, and a budget of ATA – allowable expenses for the forthcoming trimester before receiving the next ATA instalment, as described in 5.1.2. Receipts must be submitted with the activity report.

If the Scholar doesn't spend the amount of ATA advanced in any ATA period, he or she will reimburse the amount not spent within fifteen (15) days following such ATA period, unless the Scholar can justify the use of the amount as part of the next

instalment. At the end of the scholarship term, all unused and advanced ATA funds must be returned to the Foundation.

- 5.4.3 The Scholar is responsible to reimburse the Foundation for any over payment resulting from advances or pre-payment of expenses.

ATA start date

- 5.4.4 The start date of the first ATA period for a Scholar enrolled in an approved full-time doctoral program starting in the fall is triggered when the Foundation has confirmed by email that it is in receipt of the following documents:
- A fully executed original agreement; and
 - Any additional documents required in their agreement.
- 5.4.5 The first ATA period ends on August 31 of the year following the signature of the funding agreement with the Scholar, Fellow, Mentor. In subsequent years, the ATA period runs from September 1 to August 31.

5.5 Other considerations

- 5.5.1 The Foundation may ask travellers to present other documents or provide other information to support their claim.
- 5.5.2 The exchange rate used to convert foreign currency for expenses incurred by the travellers should correspond with one of the following rates:
- (a) the conversion rate indicated on the monthly credit card account statement or on the statement obtained from the exchange bureau; or, if not available,
 - (b) the conversion rate established by the Bank of Canada for the period in which the expense was incurred.

Audits by the Foundation

- 5.5.3 The Foundation has committed to undertaking systematic audits of a sample or the entirety of the travel claims of its travellers. Travellers should always be prepared to provide original receipts and complete information to the Foundation, including in instances where daily allowances were claimed.
- 5.5.4 When audited, the travellers are expected to fully cooperate with the Foundation to provide the information requested in a timely fashion.

6. DISTRIBUTION OF THIS POLICY

This policy applies to business travel undertaken with Foundation's authorization for activities related to a scholarship, mentorship, or fellowship awarded by the Foundation, such as learning, research and research dissemination activities or participation in events

organized for or by the Foundation; and for social and professional activities undertaken for the Foundation, including representation and outreach activities.

Each new Foundation community member will receive a copy of this directive. The policy is updated from time to time, usually every year, on or around May 31st. An up-to-date version of this document is available on the Foundation's website at www.trudeaufoundation.ca.

7. APPLICATION

Foundation management, drawing on standards in effect in similar organizations, develops and updates the travel procedures, which are subject to change from time to time. Foundation personnel are responsible for enforcing the application of the Travel and Research Policy.

APPENDIX A
PER-KILOMETRE RATE

Effective 1 April 2020

The rates payable in cents per kilometre for the authorized use of a personal vehicle for travel authorized by the Foundation are as follows:

Cents/km (taxes included)	cents
All provinces in Canada, except Newfoundland and Labrador	52.0
Newfoundland and Labrador	56.0
North West Territories, Nunavut, Yukon	60.5

The rate payable is the rate that applies in the province or territory where the vehicle is registered.

These rates are subject to change from time to time.

* The Foundation generally observes the guidelines of the Government of Canada's National Joint Council to determine the US and international kilometre rates: www.njc-cnm.gc.ca.

ANNEX B
PER DIEM ALLOWANCES *

In Canadian dollars (taxes included)

Effective 1 April 2020

Allowance for individual non-commercial accommodations	\$50.00
Breakfast	\$20.65
Lunch	\$20.90
Dinner	\$51.25
Total meal allowance	\$92.80
Incidental expenses	\$17.30
Total per diem allowance (meals and incidentals)	\$110.10

These rates include taxes and are subject to change from time to time.

* In CAD dollars for travel in Canada and USD dollars for travel in the United States.

* The Foundation generally observes the guidelines of the Government of Canada's National Joint Council to determine the daily allowances in other countries www.njc-cnm.gc.ca.

**APPENDIX C
FOUNDATION'S TRAVEL AGENCY**

VP Travel

PETFbooking@vptravel.ca

355 Ste-Catherine St. W, suite 601
Montréal, Quebec H3B 1A5
www.groupevoyagesvp.ca
514-342-4461 / 1-888-713-3311
Monday to Friday, from 8:30 a.m. to 6 p.m.

On your first travel request, please fill in and submit the Traveller Profile form on the next page. The information provided will help speed up your future requests.

Please provide all relevant information when making a travel request, including:

Flight

Name and given names of the traveler : (Must match the name on the passport)	
If travel is international, please supply your date of birth for TSA : dd/mm/yyyy	
City of departure :	
City of return :	
Departure date and preferred schedule:	
Return date and preferred schedule:	
Reason of travel :	
Account reference, project name or event:	

Hotel and car

Hotel : (please include specifications, if any)	
Car : (please include specifications, if any)	

Traveller Profile

Contact information

Name:		Title:	
Organization:			
Department:		Identification #	
Office address:			
Home address:			
Office phone number:		Fax:	
Home phone number:		Cell phone:	
Email:		Others:	
Assistant's name:		Phone:	
Fax:		Email:	
Contact in case of emergency (name and phone number):			

Air and train travel information

Preferred airline(s)	
Frequent flyer number	
Seat preference	
Meal requirements	
Other requests	
Other requests	

Preferred hotel information

Name and city:		Membership #:	
Name and city:		Membership #:	
Name and city:		Membership #:	
Name and city:		Membership #:	
Name and city:		Membership #:	
Room preference:	Smoking ?:		
Other requests:			

Car rental information

Preferred company:		Membership #	
Preferred company:		Membership #	
Preferred company:		Membership #	
Preferred car type: and category :			
Smoking?			

International travel information

Passport number	
Insurance date and place	
Expiry date	
Date of birth	
Citizenship	
Country of birth	
Nexus/CANPASS number	

Credit card information (business): Flight tickets

Credit card company:	
Card number:	
Expiration date:	
Name of cardholder:	
I hereby authorize Groupe Voyages VP to charge my credit card for business travel purposes:	
Cardholder's signature:	

Credit card information (business): Guarantee for hotel booking and car rental

Credit card company:	
Card number:	
Expiration date:	
Name of cardholder:	
I hereby authorize Groupe Voyages VP to charge my credit card for business travel purposes:	
Cardholder's signature:	

Credit card information (personal travel purposes)

Credit card company:	
Card number:	
Expiration date:	
Name of cardholder:	
I hereby authorize Groupe Voyages VP to charge my credit card for personal travel purposes:	
Cardholder's signature:	

Your signature: _____
Date: _____