

# 1 MAKING TRAVEL ARRANGEMENTS

This section describes the normal procedures involved in preparing for a trip. Like all procedures in this guide, they are described in the sequence in which they would likely occur.

## 1.1 PRELIMINARY CONSULTATIONS

### **Consultation with Missions**

Where travel is expected to involve a visit to a mission, travellers should contact the mission(s) prior to the visit to ensure that it will be convenient. If a hotel reservation is required, travellers should combine the request for accommodation bookings with notification of their visit. (See the section on Making Reservations, page 9.)

### **Developing an Itinerary**

Travellers must formulate a reasonably detailed itinerary before a travel authority can be completed. In order to develop this detail, travellers are encouraged to consult with Central Travel Service (CTS).

Central Travel Service can advise on flight routings, availability, stopovers, and other information which may have a direct bearing on when and how travel can occur. CTS may be contacted either by phone, for simple itineraries, or in person at the CTS office on D2, where more complicated itineraries can be discussed.

### **Combining Personal with Business Travel**

Whenever a traveller considers combining personal with business travel, he or she is advised to consult with ABMT (996-6192) before proceeding with the completion of a Travel Authority and Advance form.