

- (3) the number of nights;
- (4) the type of accommodation (single, double, with bath etc.);
- (5) the arrival and departure dates; and
- (6) the financial coding against which the cost of the hotel will be charged in the event of a "No show". (See Item 13 (6) in Annex B to this guide.)

It should also ask the mission for confirmation of the reservations, including the name, address and telephone number of the hotel and its daily room rate.

Travellers are reminded that they should always request confirmation of the booking and a guarantee of the reservation, if late arrival is anticipated.

It is the responsibility of the traveller to verify that the hotel will provide accommodation at the agreed rate. Travellers are urged to confirm this fact when checking in.

Transportation Bookings

Transportation bookings are to be made by the traveller through Central Travel Service. Bookings can be made either in person, by dropping into the Central Travel Service office located on D2, or by calling one of the two Central Travel Service numbers listed below.

Travellers are encouraged to visit the Central Travel Service office when they feel that face to face consultation is necessary, as for example might be the case for complicated trips. The CTS office on D2 is open from 8:30 a.m. to 5:00 p.m. on workdays. In many instances, however, and especially where simple itineraries are involved, travellers may find it more convenient to call Central Travel Service at :

CTS/Air Canada	(613) 993-1661
CTS/Canadian Pacific	(613) 993-7000
Via Rail	(613) 993-1661 (Ask for Via Rail)