

1.6 MAKING RESERVATIONS

Two general types of reservations are normally made for trips: those necessary for transportation to and from the destination, and those required for accommodation.

Accommodation In Canada

If accommodation is required within Canada, hotel reservations are to be booked by Central Travel Service at the same time as other reservations are being made.

Travellers are required to select a hotel from those approved hotels published in the white pages of the Hotel Directory for Government Employees (available in each division) or any hotel charging \$41.00 or less per night for a single room. (Hotels listed in the green pages of the Directory are not approved unless those in the white pages prove unavailable.) Travellers are advised to choose a convenient hotel and a suitable alternative before approaching Central Travel Service (CTS) to make reservations.

Use of a hotel other than those stipulated above requires justification on a travel expense claim. The onus to document use of a more expensive hotel rests with the traveller. Travellers are cautioned that they may be charged the difference in rates unless a satisfactory explanation accompanies the travel claim.

Accommodation Outside Canada

Whenever accommodation is required outside Canada, travellers are required to make the reservations through the local mission, by means of a telegram or telephone request. The request should indicate:

- (1) the number of rooms required;
- (2) the names of the travellers;