

costs of personal versus business travel are clearly separated.

Payment for segments of the trip which are the financial responsibility of the traveller should be made at the time tickets are picked up. Central Travel Service will accept payment only in the form of a personal cheque.

### **Rail tickets**

Coach class tickets (Ottawa/Montreal) may be picked up and paid for at the Ottawa train station prior to departure. Reserved tickets can be picked up until one hour prior to the train's departure.

## 3. CHANGING OR CANCELLING A TRIP

Significant changes, such as a change to the amount of a travel advance, the duration of the trip or the destinations, require amended authority to travel. This amended authority can be documented in a variety of ways, e.g. by annotating the original Travel Authority form, completing a new one or by submitting a memo. However, to be valid, the amended authority must be legible and approved by the same officers who authorized the original form.

Less significant changes (such as flight times) can be made directly by contacting the same CTS airline which made the original reservations. The actual procedure to be followed will depend on whether or not a transportation ticket has been issued. Any CTS office will be able to advise on whether or not a ticket has been issued.

If no ticket has been issued, simply specify the changes you wish to make to the CTS agent.

If a ticket has already been issued, only those changes which do not affect the price of the ticket or the routing can be made without completing a new Travel Authority form, obtaining a new Travel Authority Number and having a new File Locator Number issued.

Please note that all reservations affected by a change must be amended or