

# GETTING THERE

## TABLE OF CONTENTS

<u>Reference</u>	<u>Subject</u>	<u>Page</u>
	<b>Introduction .....</b>	<b>2</b>
<b>1</b>	<b>Making Travel Arrangements .....</b>	<b>4</b>
1.1	Preliminary Consultations .....	4
1.2	Completing a Travel Authority Form .....	6
1.3	Obtaining a Travel Authority Number.....	6
1.4	Obtaining a Travel Advance .....	7
1.5	Passports .....	8
1.6	Making Reservations .....	9
	Accommodation (In Canada).....	9
	(Outside Canada).....	9
	Transportation.....	10
1.7	Distribution of the Travel Authority Form.....	14
1.8	Innoculations .....	14
1.9	Salary Deposit.....	14
<b>2</b>	<b>Ticket Pickup.....</b>	<b>15</b>
<b>3</b>	<b>Changing or Cancelling a Trip.....</b>	<b>16</b>
<b>4</b>	<b>Travel Outside Business Hours.....</b>	<b>18</b>
<b>5</b>	<b>Travel Claims .....</b>	<b>18</b>
<u>Annex</u>		
A	Travel Authority and Advance Form	
B	Tips for Completing the Travel Authority Form	
C	CTS Offices in Canada	
D	Example of a Completed Travel Claim Form	
E	<b>Index</b>	