

9) The CTS Airline

Travellers have the choice of dealing with either CTS airline. Having made a choice however, travellers should note which airline has been dealt with in making reservations. Changes to reservations must be made through the same CTS airline.

When Travel Authority forms (covering group travel) have been delivered to the Central Travel office, a central travel operator will call to advise of the file locator numbers which have been assigned to your files.

1.7 DISTRIBUTION OF THE TRAVEL AUTHORITY FORM

The Travel Authority and Advance form should be distributed as follows:

- | | |
|-------------------|---------------------------------------|
| Copy 1 (original) | - MFFV Travel and Relocation Accounts |
| Copy 2 | - ABMT |
| Copy 3 | - Passport (when required) |
| Copy 4 | - Originator |

Photocopies of the form may be used when additional copies are required.

1.8 INNOCULATIONS

For travel to certain parts of the world it is advisable for travellers to be inoculated against infectious diseases. For a list of the countries for which inoculations are required and to make arrangements to receive the inoculations, travellers should call the Medical Clinic of the Overseas and National Capital Regional Headquarters of Health and Welfare Canada at 990-0653. The Clinic is located in the Bonaventure Building, 301 Elgin Street, Ottawa.