K **Excess baggage**, prior authorization of, Annex B, item 10(d) F File locator number, issue of, 13 **Group travel**, contact ABMT (996-6192) H Hotels, in Canada, approved source of, 5 booking of through CTS, 12 Outside Canada, 9 I **Innoculations**, information on, 14 Itineraries, authorization for, Annex B, item 9 initial development of, 4 establishment of with CTS, 11 M Missions, prior consultation with, 4

requesting hotel accommodation. 9

P

Passports, application for, 8 pickup of, 8 request for issue of, 8 Payment, arrangement of for government travel, 12 arrangement of for combination travel, 12 for travel claims, 19 Personal travel, contact ABMT, 4 notation on travel authority, Annex B, item 9 **Private vehicles**, prior authorization for use of, Annex B, item 10(c)

R Rail tickets, 16 **Receipts**, necessary in support of a claim. 19 Rental of vehicles, prior authorization of, Annex B, item 10(b) Information on, 5