

- (e) the need for a late check in/out, if required.

Where a late arrival is expected (after 6:00 p.m. in North America), travellers may wish to have a reservation guaranteed. Please record the confirmation number of your hotel on the Travel Authority.

Hotels outside Canada are to be booked through the missions.

(7) Car rental information

Travellers should provide the following information in order to book rental vehicles:

- a) the car rental agency preferred (consult the Car Rental Handbook available from ABMT (After May 1, within each division);
- b) the type of car required (please check Treasury Board policy for entitlements);
- c) the length of time the car is required;
- d) the location, date and time of pickup point; and
- e) the dropoff point.

Travellers should record any reservation codes provided by CTS for car rentals. They are also advised to ask about any daily, mileage, insurance or drop-off charges and request that these charges be recorded onto the itinerary printout.

Personal accident insurance will not be paid for by the government. If used it will be at the employees expense.

(8) The File Locator Number.

Once travel bookings have been made by Central Travel Service, a File Locator Number will be issued by the Central Travel agent. This number should be recorded on the traveller's copy of the Travel Authority form. The number is used to access the traveller's file on the airline computers. It must be quoted to have changes made to your reservations and to pick up tickets.