(4) The location and date on which the tickets are to be picked up.

Please note that the CTS 'Lester B. Pearson Building' office on the second floor of Tower D, or the airline counter at the airport can be specified as a ticket pickup locations.

(5) How payment is to be arranged.

Payment for official travel is arranged by quoting a valid Travel Authority Number to the CTS agent. This number permits the cost of the transportation to be billed directly to the Department.

However, in the event that personal travel is combined with a business trip, the additional costs associated with the personal travel must be paid for separately by the traveller. Where such combination travel takes place, travellers <u>must</u> ensure that CTS includes a fare quotation on the Itinerary printout showing the government portion of the transportation and hotel expenses. Annotation of the printout should be requested by the traveller at the time the reservations are made and a copy of the printout <u>must</u> be submitted along with your travel claim.

When authority is given to carry excess baggage (See Annex B, 10(d), page 5), travellers should request CTS to provide a miscellaneous charge order covering the additional weight or number of pieces of luggage.

(6) Hotels.

In Canada hotels must be booked through Central Travel Service. Having selected a hotel from the white pages of the Hotel Directory for Government Employees, travellers should inform CTS of:

(a) the name of the preferred hotel(s);
(b) the type of room (single, double);
(c) the number of nights required;
(d) the expected time of arrival; and