



Appendix A: Travel Agency Guidelines

Date:	January 1, 2023
Number:	2023-04
Date of Last Review/Revision:	January 1, 2023
Mandated Review:	January 2025
Policy Authority:	Treasurer
Parent Policy:	<i>Travel and Accommodation Policy</i>

1.0 GUIDELINES

- 1.1 The Association provides the following guidelines to its designated travel agency regarding travel arrangements:
 - 1.1.1 Excursion fares and discount carriers are the first choice for all travelers,
 - 1.1.2 Rail or other cost-saving alternatives are to be recommended whenever appropriate,
 - 1.1.3 Travelers are authorized to use bus, rail or personal motor vehicle rather than air travel for distances less than 300 kilometers,
 - 1.1.4 Travelers are encouraged to maximize the use of seat sale and advance purchase tickets (e.g., 7, 10, 14 and 21 days in advance),
 - 1.1.5 Travelers contacting the 800-emergency travel assistance (24 hour, 365 days/year) service will provide a personal credit card to pay any costs related to ticket or flight changes,
 - 1.1.6 The Association's convention number is to be included for all Annual Conference bookings,
 - 1.1.7 The most direct flight connections are to be provided as the first option for travelers,
 - 1.1.8 Travelers are required to avoid the high cost of a full-fare, non-restricted ticket, and
 - 1.1.9 Prior to canceling a meeting or individual travel on a restricted ticket, the traveler must identify their next travel date so that the ticket(s) can be re-issued for the future activity (a change fee will be incurred).