

Subject: Douglas College Business Travel

The College has recently gone through a selection process to choose a travel agency for College business travel. After reviewing a number of proposals, the firm chosen was Uniglobe Vision Travel Inc. (They will replace Hagen's travel that provided this service in the past.)

In response to employee feedback the College is also broadening the process to give employees the option to book on-line under certain circumstances. Effective immediately the options for booking business travel are as follows:

- (1) Employees wishing to use the services of a travel agent must use the College agent – Uniglobe Vision Travel Inc. The website for this provider is www.uniglobevision.com. The designated agent and contact information is:

Agent: Ms. Chris Walton

Email: chrisw@uniglobevision.com

Telephone: 778-370-2482 or 604-661-4932 ext. 2482

Hours: Monday – Friday 8:00 a.m. – 4:00 p.m. with lunch from 12 noon to 1:00 p.m.

As part of our agreement with Uniglobe, a transaction fee of \$35 per ticket will apply. This fee will not be charged to your cost centre, however, but will be covered through a central College function.

Benefits of using a centralized travel agent include:

- Preferred and negotiated air, hotel and car rental rates (familiarity with public sector pricing)
- Designated Account Manager/Client Services Coordinator
- After hours Emergency Assistance (phone number will be posted on your itinerary)
- The cost of your travel is billed directly to the College so there is no need to submit an expense report

When contacting Uniglobe Vision Travel Inc. and booking Douglas College business travel please advise your department's cost centre e.g. Facilities XXXX and account number – either 7408 for North American travel or 7410 for International Travel.

- (2) Employees who prefer to book their own travel on-line are now free to do so. When using this option employees who have a College credit card must use this card to pay for the ticket. (The reason behind this is to limit the number of expense claims and checks that will have to be processed by the Finance Department.) Employees who do not have a College card will need to use their personal funds to pay for the travel and then submit an expense report to Finance for reimbursement. Please note that travel advances will not be given to purchase on-line tickets. In cases where an advance would be required please use the option of booking through the College agent.

Please note that in all cases, air travel should be booked at economy rates.

Should you have any questions contact Randy Chambers, Manager Facilities Services - Purchasing (telephone number 604-527-5363).

Thank you.