

CMG Members Travel

Updated CMG Travel Procedures

From time to time it may be necessary for members to travel for Canadian Media Guild business. In order to facilitate the process, we have established the following procedures and guidelines.

Travel Form: Complete the official CMG “travel form” by filling in all the necessary information.

Booking Leave: In all likelihood, “leave time” from work will need to be requested. Complete this section of the form, noting the days you need to be released and your Supervisor's contact information. Request “leave days” directly with your supervisor and if it is approved, note on the form that “verbal approval” has been granted. The leave request will still be processed via the formal channels with your company’s HR department. This approval step needs to be done before your travel can be booked.

Travel Dates and Times: The Guild will pay for travel (to and return) and accommodation according to the dates of the function you are attending. If you wish to book travel outside these dates (e.g.-tacking on personal time) you may do so, but only if the fares are the same or lower than they would be on the dates you need to travel for business. If the rates are higher, you will pay the difference directly with WE Travel. As well, any upgrades or seat preferences will be charged to you by WE Travel. Check the carrier's web site and be as specific as possible when filling the form as to the flight/rail numbers and times you wish to travel. WE Travel is authorized to find cheapest flight available, so the actual flight booked may not be exactly as requested, though all attempts will be made to adhere to your requested travel times.

Booking Changes: Make sure that the dates on the form are correct. Any changes due to an error in filling out the form will result in change fees that will be charged to you by WE Travel. Changes resulting in a modification to meeting dates or time will not be charged to you. However, if a meeting ends earlier than anticipated and you choose to return earlier, you will incur change fees.

Booking Cancellations: If you are cancelling for personal reasons and the ticket cannot be fully refunded, you will pay the cancel fees, unless approval has been granted by the CMG office.

Travel Carriers: It is our union's policy to only use unionized carriers. Air Canada, Porter and Via Rail are allowed. Only under extraordinary circumstances and with prior approval of the CMG office will alternate carriers be booked.

Hotels: On the form, please state your arrival and departure date. WE Travel will book your stay (arrival and departure) in accordance with the dates of the function you are attending. Members will pay directly to the hotel or to WE Travel all charges for any additional nights requested for a personal stay. WE Travel is authorized to find the cheapest hotel available from a list of our preferred hotels and other union hotels available.

Where to send the completed form: If no leave is required or approval for leave has been granted, please send your form directly to WE Travel (list of contacts below) and send a copy to the CMG office to travel@cmg.ca . It is imperative the travel is booked as far in advance as possible to ensure we get the best rate available and to ensure that your travel needs can be accommodated.

Committee Travel

The Chair of the Committee will notify the CMG office of the location, dates and times of the meeting and who will be attending. The optimal time frame is 6-8 weeks in advance of the meeting.

The CMG office will then start the leave request procedure and pass on the details and the travel form. CMG Members Travel procedures will apply.

NEC and CBC & CP BEC In-Person Meetings

The Chair of the Committee (or designate) will notify the CMG office of the city, dates and times of the meeting and who will be attending. The optimal time frame is 6-8 weeks in advance of the meeting.

The Chair of the Committee will then send the meeting specifics directly to WE Travel who will source the best possible venue.

WE Travel will send out an RFP, obtain several quotes and liaise with the Committee Chair to make the final selection. The Committee Chair will deal directly with WE Travel to confirm venue and meeting details. The Committee Chair will liaise directly by WE Travel for all aspects of the meeting (i.e. rooming lists, catering, billing instructions). Contact WeTravel Sales Representative, Christine Fera cfera@wetravel.net (416) 971-5111.

Leave and travel will be handled the same as CMG Members Travel with the exception that the specific venue of the meeting will be noted on the form.

Staff Rep Meetings

Staff Reps who require venues for member meetings and other functions (where the CMG office is not suitable or the event is away from Toronto) will contact WE Travel to source venues and liaise directly with WE Travel for all related details (i.e. meeting rooms, catering, billing). Contact WeTravel Sales Representative, Christine Fera cfera@wetravel.net (416) 971-5111.

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<p><u>WE Travel Ottawa Office:</u> 25A York Street Ottawa, ON Canada K1N 5S7 Tel: (613) 232-9908 Fax: (613) 232-9931 Toll Free: (888) 676-7747 ----- Use one of the following Ottawa Travel Consultants: General Manager – Lorna Parent (lorna@wetravel.net) Ryan Zurawell (ryan@wetravel.net) Karen Cole (karen@wetravel.net) Lise Leclair (lise@wetravel.net) Lisa Caron (lisa@wetravel.net) Vanessa Villeneuve (vanessa@wetravel.net)</p>	<p><u>WE Travel Vancouver Office</u> (When Ottawa Office closed) 430 – 233 West 1st Street N. Vancouver, BC Canada V7M1B3 Tel: (604) 969-5585 Fax: (604) 969-5586 Toll Free: (800) 663-4703 ----- Use one of the following Vancouver Travel Consultants: Kimberly Andriatz (kim@wetravel.net) Jaime McCaskill (Jaime@wetravel.net) Lize Huyers (lhuyers@wetravel.net)</p>
<p>WE Travel - 24 Hour Hot Line : 1 800 787 6030</p>	