

**APPENDIX C  
FOUNDATION'S TRAVEL AGENCY**

**VP Travel**

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Montréal, Quebec H3B 1A5  
[www.groupevoyagesvp.ca](http://www.groupevoyagesvp.ca)  
514-342-4461 / 1-888-713-3311  
Monday to Friday, from 8:30 a.m. to 6 p.m.

On your first travel request, please fill in and submit the Traveller Profile form on the next page. The information provided will help speed up your future requests.

Please provide all relevant information when making a travel request, including:

**Flight**

Name and given names of the traveler : (Must match the name on the passport)	
If travel is international, please supply your date of birth for TSA : dd/mm/yyyy	
City of departure :	
City of return :	
Departure date and preferred schedule:	
Return date and preferred schedule:	
Reason of travel :	
Account reference, project name or event:	

**Hotel and car**

Hotel : (please include specifications, if any)	
Car : (please include specifications, if any)	

<h2>Traveller Profile</h2>
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**Contact information**

<b>Name:</b>		<b>Title:</b>	
<b>Organization:</b>			
<b>Department:</b>		<b>Identification #</b>	
<b>Office address:</b>			
<b>Home address:</b>			
<b>Office phone number:</b>		<b>Fax:</b>	
<b>Home phone number:</b>		<b>Cell phone:</b>	
<b>Email:</b>		<b>Others:</b>	
<b>Assistant's name:</b>		<b>Phone:</b>	
<b>Fax:</b>		<b>Email:</b>	
<b>Contact in case of emergency (name and phone number):</b>			

**Air and train travel information**

<b>Preferred airline(s)</b>	
<b>Frequent flyer number</b>	
<b>Frequent flyer number</b>	
<b>Frequent flyer number</b>	
<b>Frequent flyer number</b>	
<b>Seat preference</b>	
<b>Meal requirements</b>	
<b>Other requests</b>	
<b>Other requests</b>	

**Preferred hotel information**

<b>Name and city:</b>		<b>Membership #:</b>	
<b>Name and city:</b>		<b>Membership #:</b>	
<b>Name and city:</b>		<b>Membership #:</b>	
<b>Name and city:</b>		<b>Membership #:</b>	
<b>Name and city:</b>		<b>Membership #:</b>	
<b>Room preference:</b>	<b>Smoking ?:</b>		
<b>Other requests:</b>			

**Car rental information**

<b>Preferred company:</b>		<b>Membership #</b>	
<b>Preferred company:</b>		<b>Membership #</b>	
<b>Preferred company:</b>		<b>Membership #</b>	
<b>Preferred car type: and category :</b>			
<b>Smoking?</b>			

**International travel information**

<b>Passport number</b>	
<b>Insuance date and place</b>	
<b>Expiry date</b>	
<b>Date of birth</b>	
<b>Citizenship</b>	
<b>Country of birth</b>	
<b>Nexus/CANPASS number</b>	

**Credit card information (business): Flight tickets**

<b>Credit card company:</b>	
<b>Card number:</b>	
<b>Expiration date:</b>	
<b>Name of cardholder:</b>	
I hereby authorize Groupe Voyages VP to charge my credit card for business travel purposes:	
<b>Cardholder's signature:</b>	

**Credit card information (business): Guarantee for hotel booking and car rental**

<b>Credit card company:</b>	
<b>Card number:</b>	
<b>Expiration date:</b>	
<b>Name of cardholder:</b>	
I hereby authorize Groupe Voyages VP to charge my credit card for business travel purposes:	
<b>Cardholder's signature:</b>	

**Credit card information (personal travel purposes)**

<b>Credit card company:</b>	
<b>Card number:</b>	
<b>Expiration date:</b>	
<b>Name of cardholder:</b>	
I hereby authorize Groupe Voyages VP to charge my credit card for personal travel purposes:	
<b>Cardholder's signature:</b>	

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_