



## Travel Vendors & Booking Methods



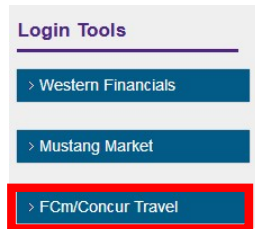
### Travel Agency – FCm Travel Solutions

**FCm Travel Solutions** is Western's preferred travel management company. FCm specializes in cutting costs and maximizing amenities on complex bookings. Our partnership with FCm has provided us with access to **Concur Travel**, which allows Western travellers to book airfare, train travel, hotel accommodations, and car rentals through one online tool. Western employees are able to sign into Concur using their Western username and password. Western rates are loaded into Concur to allow travellers to take advantage of our travel contracts.

#### **Booking Method:**

Plane and train tickets can be charged directly to your speedcode through Concur Travel or an FCm Travel Manager. ***There is no need to complete a travel expense report if a speedcode is charged.*** Tickets are delivered electronically.

To access Concur Travel, go to <https://www.uwo.ca/finance>. Under **Login Tools** select **FCm/Concur Travel**:



Note: A speedcode cannot be used to book hotels or rental vehicles when booked through Concur or a Travel Manager. These reservations can be secured through Concur or an agent but a Scotiabank travel card or a personal credit card will be required when you check out of the hotel or pick up the rental vehicle.

**Personal travel** cannot be booked through the Concur Portal, however, you can call an FCm agent and book a flight through them and pay with a personal credit card. A Western travel card or speedcode cannot be used for personal travel.

Contact FCm at 1-855-329-3104 or [western@fcmtravel.ca](mailto:western@fcmtravel.ca)

### Airlines – Air Canada and WestJet

FCm Travel Solutions has assisted Western in securing discounts for those travelling on University business with both Air Canada and WestJet.

#### **Booking Method:**

Flights are booked through the FCm Travel portal and paid by speedcode: <https://www.uwo.ca/finance>

***To access these discounts, airfare must be booked through an FCm Travel Manager or Concur Travel. There is no need to complete a travel expense report if a speedcode is charged.*** Tickets will be delivered electronically.

### Hotel Rates

Preferential hotel rates are available to staff and faculty for local and national hotels. Visit our website for more information: [https://www.uwo.ca/finance/procurement/preparing\\_to\\_travel/index.html](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html)

#### **Booking Method:**

A Scotiabank travel card or a personal credit card will be required. Reservations can be made directly with the hotel or through FCm Travel Solutions (booking fees apply).

Note: University identification may be required upon arrival.

## Train Travel – VIA Rail

Discounted prices are available for all Western faculty and staff. VIA Rail offers a 15% discount off of the best available public fare (subject to advance purchase requirements) and applies to most train fare classes and routes (excluding Escape Fares). This rate applies to both business and leisure train trips taken by Western faculty and staff and will be extended to up to three (3) additional passengers.

### **Booking Method:**

Tickets must be purchased from VIA directly or through FCm Travel Solutions.

1. Direct from VIA Rail:

- Purchase directly from the Western VIA Rail Website (<https://www.viarail.ca/en/fares-and-packages/business-travel/corporate-fares/western>) OR
- Book directly from VIA in London (phone number 1-888-842-7245):
  - Train tickets can only be purchased using cash, the corporate ScotiaBank travel card, or a personal credit card
  - The corporate discount file number is 707009 for booking (this discount code can be used on Economy, Economy Plus, Business and Business Plus fares)
  - A travel expense report will have to be completed in order for you to be reimbursed
  - When picking up your ticket at the train station you must have Western identification that shows you are either a Faculty or Staff member
  - There are no transaction fees when the ticket is purchased directly from VIA

2. Book through FCM Travel Solutions:

- Tickets can be charged directly to your speedcode
- There is no need to complete a travel expense report if a speedcode is charged
- A transaction fee applies if booking through FCm Travel Solutions

## Vehicle Rental – Enterprise Rent-A-Car

Discounted prices are available for all Western faculty and staff for local and non-local rentals.

### **Booking Method:**

A Scotiabank travel card or a personal credit card will be required. Visit our website for booking information: [https://www.uwo.ca/finance/procurement/preparing\\_to\\_travel/index.html](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html)

### **University Corporate Insurance**

The University's Non-Owned Auto Insurance is applicable to University employees traveling on University business. To be covered under this policy, you must register the details of the vehicle rental with the Western Corporate Insurance Office. Please complete the on-line Vehicle Rental Registration Form

([https://www.uwo.ca/hr/facultystaff/rental\\_reg.html](https://www.uwo.ca/hr/facultystaff/rental_reg.html)).

## Resources and Contacts

Procurement Services Travel Information:

[https://www.uwo.ca/finance/procurement/preparing\\_to\\_travel/index.html](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html)

Travel and Expense Reimbursement and Policies and Procedures:

[https://www.uwo.ca/finance/accounting/travel\\_expense\\_reimbursement.html](https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html)

Travel Booking and Vendor Inquiries: [procurement@uwo.ca](mailto:procurement@uwo.ca)

FCm/Concur Travel Account Request: [procurement@uwo.ca](mailto:procurement@uwo.ca)

Travel and Expense Claims Inquiries: [reimburse@uwo.ca](mailto:reimburse@uwo.ca)