

August 30, 2016

Revised: April 28, 2022

PROGRAM OVERVIEW

McMaster University has joined the Air Canada Corporate Rewards Program. The program is intended to make travel booking and tracking easier and offers rewards.

Designed to help make the most of business travel, the Program offers McMaster travellers an online tool that helps manage business travel expenses and track rewards simultaneously. Through this program Air Canada offers McMaster University:

- Bookings on Air Canada, eligible Lufthansa Group carriers and select partner airlines*:
 - **up to 5% discount.**
- Participants continue to earn Aeroplan Miles.
- Complimentary or discounted preferred seat selection.
- Discounts on Maple Leaf Lounge access **up to \$8.**
- Discounts on the On My Way™ travel assistance service: **up to \$10.**
- eUpgrade Credits.
- Exclusive promotional offers.
- Update your personal profile with McMaster's corporate rates for Avis^R and Budget^R. The Avis Worldwide Discount (AWD) code is A029500. The Budget Corporate Discount (BCD) code is A290500.
- Manage your own business travel or use McMaster's preferred travel agency – BCD Travel. (http://www.mcmaster.ca/bms/pdf/preferred_travel_bcd.pdf)
- All prices displayed through Corporate Rewards on line tool include above discounts.

* Flight discounts will apply to booking itineraries with eligible Lufthansa Group carriers. The Lufthansa Group carriers include: Lufthansa, Austrian Airlines, Brussels Airlines and SWISS on travel to Europe, the Middle East, Africa and India. Flight discounts will also apply to booking itineraries on select Air Canada marketed flights operated by United Airlines[®] and United Express[®], All Nippon Airways[®], Air New Zealand[®] and Avianca[®], Avianca Brazil, JetStar[®], Qantas[®] and Virgin Australia[®]. Other conditions apply. [Learn more](#) about the reward details and terms and conditions.

GET STARTED

In order to book travel using the Air Canada Corporate Rewards Online Portal or receive the negotiated discounts through McMaster's preferred travel agency, BCD Travel, you must be enrolled in the program.

Please complete the fillable enrolment form on page 3 and click 'Submit Form' (top right). Your information will be forwarded automatically to acpoints@mcmaster.ca. Confirmation of your enrolment will be sent to you via email. Once you receive your access we invite you to check the onboarding videos available on the Corporate Rewards landing page once you log into the online tool.

Overview of the different travel roles:

FUNCTIONS	PROGRAM ADMINISTRATOR (ACCOUNTS PAYABLE)	TRAVEL ARRANGER (POSITION DELEGATED BY TRAVELER)	TRAVELER
Add/Edit travellers in the program	✓		
Assign Program Administrator role	✓		
Create Travel Arranger profile	✓		
Edit profile on behalf of Traveller*	✓	✓	
Book individual travel	✓	✓	✓
Book travel for others	✓	✓	
Create/Edit your individual profile	✓	✓	✓
Edit user information	✓		
Run reports	✓		
View/Edit account information	✓		

*Note: Edit profile can be done by authorized travel managers (program administrator, corporate office/travel agency and travel arranger) solely for the purpose of arranging travel for Corporate Rewards travelers.

The Program Administrator and Travel Arrangers have the ability to view/edit the employee's profile information in order to better manage their travel arrangements. In order to view/edit the employee's profile, access must be requested and granted by the employee.

Support

- Program Administrator (Accounts Payable), email: acpoints@mcmaster.ca, 8:30 a.m. to 4:30 p.m. (ET) Monday to Friday.
- BCD Travel, 1-866-734-7992, 8:30 a.m. to 5:30 p.m. (ET) Monday to Friday. After hours 1-866-531-3177 or by email at mcmaster@bcdtravel.com
- Air Canada, 1-888-335-4189, 6 a.m. to 12 a.m. (ET) 7 days a week or by email Monday to Friday 9 to 5 p.m. (ET) at corporaterewards@aircanada.ca

Kind regards,

Accounts Payable



Corporate Rewards Enrolment Form

*denotes required field

Traveller Info:	
Title*:	
First Name*:	
Middle Name:	
Last Name*:	
Contact Info:	
Department*:	
Work Phone*:	
Home Phone:	
Mobile Phone:	
Email Address*:	
Aeroplan Number:	

By completing the section below the Traveller authorizes the following person to book flights and cars on their behalf using the Air Canada Corporate Rewards On Line Portal.

Travel Arranger Info:	
First Name*:	
Middle Name:	
Last Name*:	
Contact Info:	
Department*:	
Work Phone*:	
Email Address*:	

Please click on Submit Form (top right) to forward form to acpoints@mcmaster.ca .