

November, 2017 (previously communicated August 2016 and March 2017)

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:

- Discounts on Air Canada and select Lufthansa Group* flights (excluding Tango fares).
 - ✓ **7% on Domestic travel**
 - ✓ **8% on Transborder travel (to the U.S.A)**
 - ✓ **9% on International travel**
- Participants continue to earn Aeroplan Miles.
- Complimentary or discounted preferred seat selection.
- Discounts on Maple Leaf Lounge access.
- Discounts on the On My Way™ service.
- 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.

*The Lufthansa Group includes: Lufthansa, Austrian Airlines, Brussels Airlines and SWISS. Discounts apply to transatlantic flights between Canada and India, Europe, the Middle East and Africa.

ALREADY ENROLLED?

If you are already enrolled in the Air Canada Corporate Rewards Program **no further action is required**. From time to time Air Canada forwards newsletters or notices of upcoming promotions and sales. If you would like to receive this information please go to the form on page 3, enter your name, email address and verification that we may forward these notices to you by email.

NOT ENROLLED? 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.

Links to the videos have also been provided under ‘Training’ on page 2 of this communication. The e-learning videos are based on your travel role (see below). Complete your personal profile information and sign up for ‘notifications’ if you wish to be informed of flight changes and cancellations to your itinerary.

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	✓		

*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.

Training

E-Learning videos:

- [As a Traveller](#)
- [As a Travel Arranger](#)
- [User guide](#)

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

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*:	
From time to time Air Canada sends newsletters and notices of upcoming promotions. May we use the above email address to forward you this information: YES <input type="checkbox"/> NO <input type="checkbox"/>	
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:	
From time to time Air Canada sends newsletters and notices of upcoming promotions. May we use the above email address to forward you this information: YES <input type="checkbox"/> NO <input type="checkbox"/>	

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

