



# Vision Travel

Non-employee	Employee
<i>ie. guests, students</i>	<i>ie. faculty, staff</i>
Vision Travel is UVic’s preferred travel service provider for non-employee travel. Faculty, administrative and operational units are <b>required</b> to use <a href="#">Vision Travel</a> as the default travel agency for all non-employee travel requirements.	Employee travel is currently under review. In the interim, faculty, administrative and operational units are <b>encouraged</b> to use <a href="#">Vision Travel</a> for employee travel requirements, under the existing travel policies and procedures (ie. reimbursement only).
<p><b>Toll-free:</b> 1-800-661-2454</p> <p><b>Email:</b> <a href="mailto:corporate.reservations@visiontravel.ca">corporate.reservations@visiontravel.ca</a></p>	
<ul style="list-style-type: none"> <li>• <a href="#">Non-Employee Travel Request Form</a></li> <li>• <a href="#">Process: for Non-Employee Travel High Level Overview</a></li> <li>• <a href="#">Business Rules</a></li> </ul>	

## Transaction Fees

Transaction fees are assessed when booking a reservation through Vision Travel, however the booking fees have been reduced in most instances. Current rates are as follows and are for agent assisted bookings and do not include tax:

Domestic Air	\$29	Refunds, Exchanges	\$20
USA Air	\$35	Hotel/Car without Air	\$ 8
International Air	\$39		