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Introduction

A new system will be used to make flight bookings. You will not have to pay out of pocket and wait for reimbursement.

To book your flight/train to ICF events, we will be using the ICF's booking agency "Travel Perk". Through this platform, you will be able to search and request your preferred flight/train. If the requested flight is within the travel policy, we will be able to approve the request and finalize the booking.

It is important to select the most economic flight in order to keep the costs to teams to a minimum.

Process

1. You will receive a mail from Travel Perk within next 24/48 hours from invitation (please check spam folder if missing).
2. Click on the link and create your account with first and last name.
3. Please complete your profile by clicking on the top right icon of the screen. It is important to complete the profile with accuracy. You can enter your travel program in your profile, and therefore collect miles for this flight. Once you've created an account, you cannot use the same invitation link. You can simply log in with your email.
4. Once on the platform, go to the home page and search your preferred flight/train.
 - Arrival date and airport
 - Departure date and airport
 - Please consider that some flights may arrive on the following day.
5. Check your flight details then click on "request approval".
6. Name the trip as: EVENTNAME_CITY_YOURNAME (i.e. CSPWCH_MILAN_JOHNDOE)

*If you already have a Travel Perk account, you can use the same login as before.



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The travel policy

1. All requested flights must be in Economy class.
2. item of checked luggage. Please check if the requested flight already includes a checked luggage.
3. The requested flight must be within 40% of the cheapest. One's out of this policy will be flagged for you to view.
4. If you would like to add on special requests such as meals, seat selections, etc. you will be invoiced for the difference.

***Exceptions on flights over 6 hours (single leg): seat selection under EUR 50 is permitted.**

5. If you would like to travel on different dates for personal reasons, you will be invoiced for the difference from the standard fare of designated dates.
6. If you are driving to an event, you can claim 0.3EUR/KM at max distance 1500km.

When your request is approved, the ICF pays for the ticket directly to Travel Perk and you will receive the ticket directly by email.

If you have any questions, please contact events@canoeicf.sport