



The Travel AcXess Voyage Portal

The Travel AcXess Voyage portal is a secure, Web-based entry point to the on-line component of an integrated suite of travel tools, information and services which include an On-line Booking Tool (OBT), expense management services and administrative capabilities. Travel AcXess Voyage is the name of new travel services offered through the Shared Travel Services Initiative (STSI).

Roles and Capabilities

The Travel AcXess Voyage portal serves a number of employee groups. For each of these groups, there are important functions and capabilities. Two of the primary roles – traveller and travel arranger – and how they will use the portal are described below.

Traveller

Government of Canada travellers will have access to a number of travel and expense management services through the Travel AcXess Voyage portal. They will be able to create a new Traveller Profile or update their existing one. The Traveller Profile captures key information on employees' travel preferences and requirements. Travellers will also be provided with useful links such as the Hotel and Car Rental Directory, credit card applications, and applications to available card-related loyalty programs.

In addition, travellers will have access to the On-line Booking Tool (OBT) and the expense management solution through the Travel AcXess Voyage portal, once both tools are launched. The OBT will allow users to plan and book travel arrangements, while the expense management solution will allow users to submit pre-trip authorization requests and claim expenses.

Travel Arranger

The Travel Arranger will essentially use the same functionality and capabilities as travellers, but will be able to do so on behalf of another individual or individuals in their organization. Travel arrangers will have access to the portal and select a traveller from a list. Once a traveller is selected, the travel arranger will be able to plan and book a trip on-line.

Employee Benefits

The key benefit for employees is that, with the portal, they will have a single sign-on to multiple tools and information sources and links such as travel advisories and weather details. This 'one-stop-shop' should allow travellers to book and manage their travel as well as manage their reporting more quickly and efficiently.