

# Northern Operations Center



**Conseil Cri de la santé et des services sociaux de la Baie James**  
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**Cree Board of Health and Social Services of James Bay**

## **Procedure for the reservation of an airplane ticket (on a commercial or chartered flight) for authorized travel.**

This is the procedure to reserve an airplane ticket on a commercial or chartered flight when requesting air travel that has been authorized by the CBHSSJB. This part will henceforth be handled directly by the Northern Operations Center (NOC).

For any other kind of transport and for accommodations, the handling of your request will be done by the Travel Desk team :

Allen Cookish: 819 855-2744 ext. 22089

Brandon House: 819 855-2744 ext. 22088

Theresa Duff: 819 855-2744 ext. 22032

### **1- Travel request**

Send the travel authorization to the following address :

- [travelrequest@ssss.gouv.qc.ca](mailto:travelrequest@ssss.gouv.qc.ca)

\*\*\*This email address will forward your request to the Travel Desk and the NOC at the same time.\*\*\*

### **2- Required information on the passenger**

Include the following information on the passenger and the requester in your transport authorization :

- Full name (first and last names)
- Birth date if less than 21 years old or more than 65 years old
- Requester email
- Passenger email
- Requester phone number
- Passenger phone number

- Organization unit
- Type of travel :
  - I. Employee / Business
  - II. Employee / Sorties
  - III. Dependant
  - IV. Consultants / Others
  - V. Authorized Visitors

### **3- Air transport reservation confirmation**

The flight itinerary will be sent to the requester and the passenger within 72 hours after receiving the request.

The NOC reservation agent will communicate with the requester for any questions regarding the request.

#### **To reach the NOC**

To reach us from Monday to Friday between 8:30 a.m. and 5:00 p.m. :

**514 989-1393 ext. 73258**

For an emergency :

**514-926-2917**