**CHEO REB Guidance**

**Documentation for Travel Service Providers**

*What are travel service providers?*

Travel service providers are third party companies used to assist research participants in scheduling travel/transportation for research study visits.

*What documents need to be included in my REB submission from TSPs?*

All travel consent forms must be included in the REB submission.

*\*Note that travel consent form refers to the document a participant must sign to access travel service provider services or supports but may be named something other than ‘consent form’.*

All other documents do not require REB review; however, they can be submitted for acknowledgement if mandated or requested by the sponsor. Examples of some of these documents are included below:

* Rideshare message template
* Welcome letter template
* Participant portal
* Message template
* Travel reference guide
* Travel contact card
* Cardholder FAQ
* Card graphic
* Dispute form