



2012 Annual Spring Meeting of Participants

Travel Allotment Table

Full-Funded Invitation includes:

NCIC Clinical Trials Group will:

- Fund accommodation (room and tax) for attendance at NCIC CTG Meetings April 27-29, 2012
- Provide a daily meal allowance \$71.30 if all meals are eligible for reimbursement (daily maximums; breakfast \$15.60, Lunch \$14.85 and Dinner \$40.85) **You MUST provide receipts**
- Provide a travel allotment

The travel allotment table listed below have been determined based on your centre's location and travel cost information gathered from Air Canada, Porter Airlines and West Jet (Tango flights) and Via Rail (supersaver or discounted fare). NCIC CTG travel policies were used to set a maximum reimbursement for Full-Funded invitees.

Travel expenses can be reimbursed **only by submitting a properly completed travel expense claim form (ECF)**. This form, accompanied by original documents (as described in the Travel Reimbursement Policy), should be submitted to NCIC CTG Operations within 15 working days following completion of the NCIC CTG Annual Spring Meeting and no later than 30 June 2012. **Incomplete or inadequate claims will be returned.** Claimants should keep a copy of ECF and supporting documents.

Please see below for the following travel allotment tables:

Your travel allotment includes ALL modes of transportation and travel costs (i.e flights, rail, shuttles, taxi's, parking, travel agent fees.. etc)

1. Travel Allotment Table for Full-Funded Invitation

| Location | Travel Allotment for Full Funded Invitation(\$) |
|---|---|
| Abbotsford, Kelowna, Surrey, Vancouver and Victoria | 1050 |
| Edmonton and Calgary | 950 |
| Saskatoon and Regina | 950 |
| Winnipeg, Sault Ste. Marie and Sudbury | 850 |
| Thunder Bay | 750 |
| Ottawa | 550 |
| Kingston | 225 |
| Oshawa | 125 |
| Toronto, Newmarket, Weston and Uxbridge | 125 |
| Alliston, Barrie, Brampton, Cambridge, Hamilton, St. Catharines and Kitchener | 150 |
| London and Stratford | 175 |
| Windsor | 500 |
| Moncton and Saint John | 675 |
| Halifax | 725 |
| St. John's | 850 |
| Greenfield Park, Quebec City, Montreal and Sherbrooke | 700 |

*If your city is not located in the above table, please use the closest location within 25 km. If this still does not apply, please contact Anne Biggar at abiggar@ctg.queensu.ca or call 613-533-6000 ext 77724.