



## 2020 Annual Spring Meeting of Participants HOTEL AND TRAVEL CANCELLATION

### CCTG Annual Spring Meeting -Travel Cancellation Process

Costs incurred related to cancelled travel plans of the Annual Spring Meeting of Participants will be reimbursed and should be submitted through an expense claim. Claims must include the following information and should be sent to CCTG by APRIL 20 for reimbursement. Contact your travel agent or carrier to cancel your ticket.

#### How to complete the Expense Claim and what to include:

- original documents showing payment of ticket and fees (zero balance).
- documentation showing that the cost was non-refundable and credit amount issued for future travel.
- you do not need to complete the “Account Information” section that needs a series of “program, class, project” numbers
- complete the expense claim form on line then send in a printed copy with your original receipts. Submission method is located on the last page of the form.
- Make sure to sign your claim

Where credits towards future travel costs have been issued, individuals are expected to ensure they are applied, to the fullest extent possible, to the cost of future CCTG travel.

Some airlines have relaxed their cancellation policy for all fare types for existing booking for travel in March or April, you can change or cancel your flight one time without a fee.

The expense claim form is located on the Spring Meeting webpage - [click here](#).

### Hotel cancellation process

We have taken care of cancelling your hotel reservation.

If you have questions or require assistance please contact [meetings@ctg.queensu.ca](mailto:meetings@ctg.queensu.ca) we are here to help