

## 2016 Annual Spring Meeting of Participants Travel Allotment Table for funded participants

### Full-Funded Invitation includes:

Canadian Cancer Trials Group (CCTG) will:

- Fund accommodation (room and tax) for attendance at our meetings April 29 - May 1 , 2016 at the Chelsea Hotel negotiated Group Rate of \$152.00
- Provide a daily meal allowance \$77.75 if all meals are eligible for reimbursement (daily maximums; breakfast \$16.55, Lunch \$16.80 and dinner \$44.40) **You MUST provide receipts**
- Provide a travel allotment based on your location

**A travel allotment** has been determined based on your centre's location and travel cost information gathered from Air Canada, Porter Airlines and West Jet (economy) and Via Rail (supersaver or discounted fare). Our Travel policies were used to set a maximum reimbursement for Full-Funded and Partially-Funded attendees. **Travel must be booked according to our Travel Reimbursement Policy** (i.e. most economical mode of travel available at the time of booking). **Also, the most economical mode of transportation may be less than the maximum allotted amount.**

**Travel expenses can be reimbursed only by submitting a properly completed Travel Reimbursement claim form.** This form, accompanied by original documents (as described in the Travel Reimbursement Policy), should be submitted to CCTG Group Administrator's Office within 15 working days following completion of the 2016 Annual Spring Meeting of Participants and **no later than 30 June 2016**. **Incomplete or inadequate claims will be returned.** Claimants should keep a copy of their claim form and supporting documents.

Please see below for the following travel allotment tables:

Your travel allotment includes **ALL** modes of transportation and travel costs (eg. flights, rail, shuttles, taxis, parking, travel agent fees, etc)

1. Travel Allotment Table for a **Full-Funded Invitation**

Location	Travel Allotment
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	\$700
Charlottetown	\$850
Halifax	\$850
St. John's	\$950
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: [Meetings@ctg.queensu.ca](mailto:Meetings@ctg.queensu.ca)