

Annual Spring Meeting of Participants

Travel Allotment Information and Table funded participants

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 funded participants.

TRAVEL ALLOTMENT FOR TWO FUNDED INVITATIONS:

If you receive, two funded invitations with a travel allotment in both, you can **ONLY** use one of allotted amounts. They cannot be combined or transferred to another person (eg. travel allotment for Spring Meeting invitation is \$800 and travel allotment for OV.24 Workshop is \$800 therefore, your travel allotment will be \$800).

Travel and Hotel must be booked according to our [Travel Reimbursement Policy](#) (i.e. the most economical mode of travel available at the time of booking). The most economical mode of transportation may be less than the maximum allotted amount therefore; reimbursement will be given for the most economical mode of transportation. A significant savings can be realized by making reservations in advance so we ask that funded participants plan their travel at least 30 days prior to departure.

Your travel allotment is to include ALL modes of transportation and travel costs (eg. flights, rail, shuttles, taxis, parking, travel agent fees, etc). If you are going to exceed your allotted amount, please contact us at meeting@ctg.queensu.ca for an evaluation of your travel allotment.

If your city is not located in the table below, please use the closet location within 25km. If this still does not apply please contact us at meeting@ctg.queensu.ca.

Travel Allotment Table:

Location	Travel Allotment
Abbotsford, Kelowna, Surrey, Vancouver and Victoria	\$1100
Edmonton and Calgary	\$950
Saskatoon and Regina	\$1000
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	\$225
Windsor	\$500
Moncton and Saint John	\$700
Charlottetown	\$850
Halifax	\$850
St. John’s	\$950
Greenfield Park, Quebec City, Montreal and Sherbrooke	\$700