

## Annual Spring Meeting of Participants Travel Reimbursement Policy for Funded Participants

**IT IS VERY IMPORTANT TO READ THE FOLLOWING INFORMATION CAREFULLY.  
Improperly completed forms will be returned and travel that does not follow the guidelines  
outlined below will not be reimbursed.**

**Please submit your expense claim *within 15 days of the meeting* and by **30 JUNE 2017** at the latest.**

### General Information

This policy is intended to provide for reimbursement of reasonable and necessary expenses of persons travelling for CCTG purposes. It is intended that persons be afforded travel and accommodation arrangements which are comfortable and of good quality. It is not intended to render the individual expense free during the period of travel for those expenses incurred because of personal preference.

The individual is responsible for making the most economical travel arrangements available under the circumstances. Reimbursement will be made based on this policy and your allotted travel amount (see [Travel Allotment Table](#)). Your 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). 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).

**The most economical mode of transportation may be less than the maximum allotted amount therefore, reimbursement will be given based on the most economical mode of transportation (eg. train and taxi to and from meeting is less than driving and parking).** Expenses incurred in excess of the travel allotment cannot be reimbursed unless special arrangements have been made with CCTG (see [Travel Allotment table](#)).

Travel expenses are reimbursed **only by submitting a properly completed travel reimbursement claim form**. This form, accompanied by original documents (as described below), should be submitted to CCTG Group Administrator's Office, attention Nicole Lawrence. If you require assistance completing the claim form please contact [meetings@ctg.queensu.ca](mailto:meetings@ctg.queensu.ca). Claimants should keep a copy of their claim form and supporting documents.

### **ALLOWABLE EXPENSES**

#### **TRANSPORTATION**

##### **1. Air Travel**

Because significant savings can be realized by making reservations in advance, travelers should plan their travel at least 30 days prior to departure, if possible. Claimants are expected to book economy air fare when making travel reservations.

###### **i. Class of Service**

The standard class of service for air travel is economy fare.

Claimants may use personal frequent-flyer program miles to upgrade tickets provided there is no cost to CCTG.

ii. **Receipt Requirement**

Itemized Receipts which would indicate the method of payment, the amount paid by the claimant, and the amount of taxes levied must be submitted with expense claims. Submissions must include the **Passenger Boarding Pass** plus one of the following items:

- For a paper ticket: customer portion of ticket identified as “Customer / Passenger Coupon” and/or “Not good for passage”.
- For an electronic ticket: Copy of the ticket confirmation.

If proof of payment is not indicated on the above items, additional proof of payment is required.

**Travel from Pearson Airport to Union Station (UP):** Union Pearson Express speeds you from the airport to downtown Toronto in just 25 minutes, with trains departing every 15 minutes, 19 ½ hours a day. It offers amenities that make the journey easier, like airline check-in kiosks, power outlets, luggage racks, onboard Wi-Fi, and up-to-the-minute flight information.

The UP Express pulls directly into Toronto Pearson International Airport. Located in Terminal 1, directly adjacent to the Link Train service linking Terminals 1 and 3. The Pearson Station service counter is in the International Arrivals hall of Terminal 1. Tickets can be bought in advance online, at GO stations and also purchased using PRESTO. <https://www.upexpress.com/>

## 2. Rail Travel

Rail travel is expected to be at the best value for money consideration. **Business class (Via 1) travel is not permitted.**

## 3. Vehicle Rental

Rental cars should be used when they provide the most economical form of transportation. In many cases one-day vehicle rental is more economical than public transportation or use of private automobile. The standard for vehicle rental is a mid-size car. **Rental vehicles need to be pre-approved by CCTG to be eligible for reimbursement.**

i. **Insurance**

The University carries collision damage and comprehensive perils insurance, so the purchase of additional insurance on rental cars should be unnecessary if renting a vehicle in North America.

## 4. Use of Owned Vehicle

It is recommended that a personally owned vehicle be used only for short journeys **where this constitutes the most economical and effective means of transportation considering all factors such as costs, time constraints, itinerary and must be pre-approved by CCTG.** The current rate of reimbursement is fixed at \$0.55 per km.

i. **Limitations**

If a private automobile is used out of personal preference, reimbursement will be limited to the cost of the most economical alternative mode of travel. Traffic fines (such as parking or speeding tickets) are not allowable expenses.

ii. **Insurance**

If a private automobile is used for approved University purposes, the owner must ensure that the personal car insurance on the vehicle is adequate. A minimum of \$1,000,000 third party liability insurance is recommended.

## ACCOMMODATION

We have booked a block of rooms at the Chelsea Hotel Toronto. Your room and tax will be paid directly to the hotel by CCTG. A credit card is required at the time of check in for any incidentals. You are responsible for booking your own reservation. If you need to cancel your reservation, please do so 24 hours in advance of your booking. Any unused reservation not cancelled will be at the cost of the participant.

i. **limitations**

Should you choose to stay at another hotel, CCTG may not be able to reimburse you for your accommodations. Reimbursement will depend on whether the room block at the Chelsea Hotel has been fully utilized as **we cannot pay** for empty rooms and pay for accommodations at other hotels. Participants must inform CCTG in advance of the Annual Spring Meeting if they plan to stay at another hotel to be eligible for funding.

- ii. When distance of travel to the meeting site is less than 50km one way or equal to the distance a delegate travels to work, a delegate **may not claim accommodation** unless pre-authorized

## MEALS

Travelers may obtain reimbursement for meals using either per diems, **OR** actual costs by submitting original receipts.

When meals are included in the transportation fare, or in the cost of the conference fees, no claim for meals should be made.

### **IMPORTANT: Only one method may be used per claim.**

#### **Method#-1 : Per diems**

Per diem amounts are limited to daily maximums as detailed in the table below. **No receipts are required.**

<b>Meal Period</b>	<b>Meal Allowance</b>
Breakfast	\$16.00
Lunch	\$16.00
Dinner	\$43.00
TOTAL	\$75.00

If travelling for one meal period, the claimant will only be reimbursed for the per diem allowance for that particular meal. For example, since breakfast is included at the meeting, **only lunch and dinner allowance may be claimed**

#### **Method #2- Reimbursements based on receipts**

For reimbursements **based on receipts**, meal reimbursement is limited to Treasury Board of Canada Meal Allowances indicated below. If travelling for more than one meal period, the maximum daily reimbursement will be calculated based on the total for all applicable meals, rather than by individual meal. If travelling for one meal period, the claimant will only be reimbursed up to the amount stipulated under the Treasury Board of Canada Meal Allowance for that particular meal.

Treasury Board of Canada Meal Allowance:

<b>Meal Period</b>	<b>Meal Allowance</b>
Breakfast	\$17.15
Lunch	\$18.05
Dinner	\$45.95
TOTAL	\$81.15

### **Tips and Gratuities**

For all tips or gratuities in excess of \$10 for a single receipted meal in addition to the itemized meal receipt proof of payment of the gratuity must accompany the request for reimbursement. This situation is expected to occur only in unusual circumstances

### **MISCELLANEOUS:**

The Group will not reimburse delegates for telephone calls, internet, alcoholic beverages, entertainment, laundry, expenses incurred by family or friends and any unexplained miscellaneous expenses.

### **OTHER MATTERS**

Claimants are advised to keep copies of claim forms and supporting documents for their own record keeping purposes.

#### **i. Foreign Exchange**

Amounts expended in foreign currencies must be translated to Canadian dollars using the [Bank of Canada exchange rate](#) unless a credit card statement rate or foreign exchange cash receipt rate is attached. Documentation supporting the rate applied must be submitted with the expense claim. Amounts can be converted using actual daily exchange rates, or the average rate for the month in which the travel occurred.

#### **ii. Supporting Documentation**

Receipts are important for income tax purposes. The Canada Revenue Agency considers all amounts paid to individuals without receipts to be income to the individual and, therefore, taxable.

Minor expenses (generally under \$10) without original receipts that are difficult to receipt may be approved at the discretion of the individual approving the claim. Public transit fares incurred for university business, and gratuities would be examples of such items.

Claims for reimbursement of travel costs for courses or conferences must be accompanied by the course/conference itinerary or syllabus.

#### **iii. Combining Personal with Business Travel**

If a funded participant combines business travel with personal travel, expenses related to direct travel to the Spring Meeting are reimbursable.

### **Return of Original Receipts:**

Where a claimant requires the return of original invoices (e.g. where several organizations are contributing to the cost of a trip), the claimant must write across the original copy in pen "\$X reimbursed by CCTG", make a photocopy of the original and submit both the original and the copy along with the claim to CCTG Group Administrator's Office. The spoiled original will be returned to the claimant