

Expense Reimbursement Form — Policy & Instructions

Annual Spring Meeting of Participants | April 24–26, 2026 | Chelsea Hotel, Toronto

Submit your expense claim within 15 days AFTER the meeting — Deadline: 22 MAY 2026 — Incomplete or improperly completed forms will be returned.

Mail completed form + receipts to: CCTG Travel, 10 Stuart Street, Kingston, ON K7L 3N6

Processing & Submission

- Claims reviewed up to three weeks of receipt by Financial Services.
- Reimbursement will be made by cheque or EFT (requires completion of the EFT form)
- Questions: cctgtravel@ctg.queensu.ca

Filling Out the Form

- Do not combine multiple expenses.
- Your signature is required to complete the form (do not type your name in the signature box).
- Keep a copy of your form and all supporting documents.

Taxes (HST/GST)

- Per diems and mileage: HST/GST is auto-calculated on the digital form.
- All other Canadian expenses: enter HST/GST manually from your receipts.
- Claims paid in Canadian Funds unless otherwise noted.

Receipts

- Itemized receipts must show date, payment method, amount paid, and taxes.
- Lost receipts: provide an explanation and alternative evidence.
- Expenses without receipts cannot be reimbursed.

Meal Per Diems

- Per diems ONLY — no meal receipts required.
- Do NOT claim meals provided at the meeting.
- Taxi/Uber to and from restaurants is NOT reimbursable.

Non-Reimbursable Expenses

- Please refer to the travel policy, or reach out to cctgtravel@ctg.queensu.ca for more information.
- Personal travel days are not covered — business travel days only.
- Combining personal & business travel: only direct business travel expenses are reimbursable.
- Unexplained miscellaneous expenses will not be reimbursed.

Mileage & Meal Per Diems — Expense Types

- Breakfast Per Diem - \$28 CDN (inclusive of tax)
- Lunch Per Diem - \$28 CDN (Inclusive of Tax)
- Dinner Per Diem - \$58 CDN (Inclusive of Tax)
- FULL Day Meal Per Diem - \$114 CDN (Inclusive of Tax)
- Mileage - \$0.63 per km

Receipted Expenses — Expense Types

- Accommodations
- Airfare
- Other Travel (bus, tolls, Uber)
- Parking
- Rail
- Taxi