

Annual Spring Meeting of Participants
April 25-27, 2025
Chelsea Hotel, Toronto

HOTEL & TRAVEL REIMBURSEMENT POLICY FOR FUNDED PARTICIPANTS

IT IS VERY IMPORTANT TO READ THE FOLLOWING INFORMATION CAREFULLY.

Improperly completed Expense Reimbursement 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 AFTER the meeting* and no later than **23 MAY 2025**

GENERAL INFORMATION

The policy provides reimbursement for reasonable and necessary expenses for CCTG travel purposes. It ensures travelers are accommodated with comfortable and quality arrangements while avoiding expenses incurred by preference.

The individual is responsible for making the most economical travel arrangements available, based on the circumstances. Reimbursement will follow this policy and travel costs will be limited to the maximum allotted amount specified in your invitation. Your travel allotment (see table on page 2) is determined by your centre's location and travel data gathered from Air Canada, Porter Airlines, West Jet (standard economy), and Via Rail (escape or economy fare) and is to include all modes of transportation and travel costs (e.g. plane, train, automobile, parking, taxi and fees). Accommodation and daily meal per diems are separate and not included in the travel allotment.

Please note that the most economical mode of transportation may cost less than the maximum allotment, so reimbursement will reflect the most economical option (e.g., taking a train/uber instead of driving/parking).

Travel expenses will only be reimbursed with a properly completed Expense Reimbursement Form. See the instructions below on "How to get Reimbursed".

TRAVEL AND EXPENSE REIMBURSEMENT - ELIGIBLE EXPENSES

A. TRANSPORTATION

Funded participants should plan their travel at least 30 days before departure as significant savings can be realized by making reservations in advance. Please keep in mind:

- If you are going to exceed your allotted amount, please contact meetings@ctg.queensu.ca before booking for an evaluation of your travel allotment.
- If your city is not located in the table below, please use the closest location within 25km. If this still does not apply, contact meetings@ctg.queensu.ca.
- If you receive two funded invitations with a travel allotment in both, ONLY one of the allotted amounts may be used. They cannot be combined or transferred to another person.

Travel Allotment Table:

Province	Location	Travel Allotment
British Columbia	Abbotsford, New Westminster, Surrey, and Vancouver	\$1250
	Victoria and Kelowna	\$1150
	Prince George	\$1500
Alberta	Edmonton and Calgary	\$1100
	Grande Prairie	\$1350
Saskatchewan	Regina	\$1350
	Carlyle, Saskatoon	\$1200
Manitoba	Winnipeg	\$1200
	Brandon	\$1450
Ontario	Sault Ste. Marie and Sudbury	\$1200
	Thunder Bay	\$950
	Ottawa	\$950
	Kingston	\$350
	Toronto, Oshawa, Newmarket, Weston and Uxbridge	\$175
	Alliston, Ancaster, Barrie, Brampton, Cambridge, Hamilton, St. Catharines and Kitchener	\$250
	London and Stratford	\$300
	Windsor	\$1150
Quebec	Greenfield Park, Laval, Longueuil, Montreal and Levis	\$950
	Quebec City, Sherbrooke and Trois-Rivieres	\$1150
New Brunswick	Moncton, Saint John and Fredericton	\$1150
Nova Scotia	Dartmouth, Halifax, and Sydney	\$1200
Prince Edward Island	Charlottetown	\$950
Newfoundland	St. John's	\$1350

1. Air Travel

Claimants are expected to obtain the lowest logical fare by taking advantage of seat sales, one-stop flights, connection flights, penalty or non-refundable fares, and advance purchase fares, all of which may result in a fare much lower than economy.

Cost of flight cancellation insurance is an allowable expense. However, there are very few categories of cancellation that are covered by this insurance, and most claimants will find that it is not economical.

The university does not reimburse for airfare purchased with frequent flyer points and airline credits. Only the out-of-pocket expense is reimbursable to the Claimant. Claimants may use personal frequent-flyer program miles to upgrade tickets provided there is no cost to CCTG.

i. Class of Service

The standard class of service for air travel is economy fare. The lowest economy fare at the time of booking (e.g. standard or basic) will be reimbursed. **Booking Economy Flex or Comfort due to personal preference will result in the airfare claim being adjusted to reflect the lowest economy fare.**

ii. Receipt Requirement

Itemized Receipts which would indicate the date of purchase, method of payment, the amount paid by the claimant, and the amount of taxes levied must be submitted with expense reports. Submissions must include 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 (i.e. a copy of credit card statement).

While a boarding pass is not required, other acceptable documentation that identifies the city and dates travelled (for example, hotel bill, meal receipts, taxi chits) must be provided. In cases where the only expense being claimed is the airfare, a paper boarding pass or a copy of the electronic boarding pass that clearly indicates the flight information is required.

If receipts are lost, destroyed, or stolen, an explanation and alternative evidence of expenditure must be provided as part of the request for reimbursement. Travel expenses that do not have required receipts/evidence of expenditure cannot be reimbursed.

iii. Other Charges

Charges for use of airport lounges are not allowed. Cost of advanced seat selection or flight cancellation insurance are allowed in situations where it is required. If such costs are incurred, the reasoning must be documented in the claim submitted.

Travel from Pearson Airport to Union Station (UP): Union Pearson Express is the expected mode of transportation for travel from Pearson Airport to Union Station. The UP speeds you from the airport to downtown Toronto in just 25 minutes, with trains departing every 15 minutes, 19 ½ hours a day. The maximum reimbursement amount is \$40 (one-way), which consists of taking the UP Express from the airport and taking a taxi from Union Station to the Chelsea Hotel as this is the most economical mode of travel. The only exception is the hours when the UP is not running.

- 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. Purchase tickets in advance online, at all GO stations or by 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.**

i. Receipt Requirement

Copy of the ticket confirmation which indicates the date of purchase, method of payment, the amount paid by the claimant, and the amount of taxes levied must be submitted with expense reports. If proof of payment is not indicated on the ticket confirmation, additional proof of payment is required (i.e. a copy of credit card statement).

3. Vehicle Rental is not allowed.

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 etc. The current rate of reimbursement is fixed at \$0.55 per km.

i. Limitations

Reimbursement will be limited to the cost of the most economical alternative mode of travel. The cost must be evaluated on a person-by-person basis. An individual cannot claim mileage for a vehicle unless it is owned by themselves or a spouse or partner. For the protection of all parties, the university does not permit the borrowing of a vehicle.

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. It is highly recommended that prior to the use of personally owned vehicles for business use, the [Queen's Insurance website](#) be reviewed for further information related to auto insurance.

5. Bus/train (intercity) and taxi fares

Receipts must accompany the request for reimbursement. Receipts (not just transit passes) are required when requesting reimbursement for transit fares.

6. Parking

Cost of parking may be claimed. Receipts must accompany the expense report.

B. ACCOMMODATION

We have booked a block of rooms at the Chelsea Hotel, Toronto with room and tax (Chelsea Room ONLY) covered by CCTG for the Annual Spring Meeting dates: Thursday, April 24; Friday, April 25, and Saturday, April 26. For participants invited to Special Sessions (workshops and meeting) on Thursday, April 24 (which are closed and by invitation only), accommodation is provided as needed for Wednesday, April 23, and/or Thursday, April 24. If a participant cannot keep their reservation, they must cancel their room 48 hours before 4pm EST on arrival day. *Participants will be responsible for reservations not cancelled (no-shows).*

i. Limitations:

- Reimbursement for another hotel depends on whether the Chelsea room block is fully utilized. Participants **must** inform CCTG before the meeting if they plan to stay at another hotel to be eligible for funding. If approved, reimbursement will be provided at the \$164.00 rate/tax.
- Reservations made after March 21, will only be reimbursed at the \$164.00 rate unless their original invitation was issued after the deadline.
- When the distance of travel to the meeting site is less than 50km one way a participant **may not claim accommodation** unless pre-approved.
- Accommodation with Friends and Relatives (Gratuitous Accommodation): Persons staying with relatives or friends may claim \$30 per night in lieu of accommodation cost. No receipt is required.

For more information and booking guidelines, please review the [Hotel and Travel Information for Funded Participants](#) document.

C. MEALS

Travelers may obtain reimbursement for meals using **per diems ONLY**. If travelling for one meal period, the participant will only be reimbursed for the per diem allowance for that specific meal. For example, if breakfast and lunch are included at the meeting, you may only claim the dinner allowance. Please note that taxi/Uber travel to and from restaurants is not reimbursable.

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

Meal Period	Travel in Canada Meal Allowance
Breakfast	\$16 CDN
Lunch	\$16 CDN
Dinner	\$43 CDN
Total	\$75 CDN

D. OTHER ELIGIBLE EXPENSES

i. Combining Personal with Business Travel

If a claimant combines business travel with personal travel, only expenses related to direct travel are reimbursable. CCTG will only reimburse the claimant for accommodation and meal costs for business travel days. The Group will not reimburse claimants for telephone calls, internet, alcoholic beverages, entertainment, laundry, expenses incurred by family or friends and/or any unexplained miscellaneous expenses.

ii. Harmonized Sales Tax (HST)/Goods and Services Tax (GST) – as applicable

The Claimant is responsible for indicating on the claim form, in the space provided, the amount of HST/GST paid. Specifically, the claimant must identify and add up all HST/GST detailed on invoices attached to their claim.

How to Get Reimbursed for Expenses

Please read the Travel Reimbursement Policy carefully to understand which expenses are eligible for reimbursement and the required documentation. Travel expenses will only be reimbursed with a properly completed Expense Reimbursement Form. You can find this form on the [Spring Meeting Web Page](#). Ensure you are using the latest version of Adobe to fill out the form. **If you require assistance to complete the form or have questions, contact cctgtravel@ctg.queensu.ca.**

Quick tips for completing the Expense Reimbursement Form:

- Travel Allotment - You will be reimbursed according to the policy. Your travel allotment is to include all modes of transportation and travel costs (plane, train, automobile, parking, taxi fees, etc.)
- Travelers may obtain reimbursement for meals using per diems ONLY (no receipts are required).
- Do not claim for meals provided at the meeting e.g. breakfast or in the transportation cost.
- Do not put multiple expenses on one line. Each expense should be a separate line item.
- Identify and add up all HST/GST detailed on airfare invoice and input on the Expense Reimbursement Form as the PDF-fillable form will not automatically calculate.
- Ensure all copies of required receipts are legible.
- Claimants should keep a copy of their Expense Reimbursement Form and supporting documents.
- Sign your claim (do not type name in signature box) and **mail** to CCTG Travel
- Incomplete or inadequate claims will be returned.

Mail your completed form to:

**CCTG Travel
Canadian Cancer Trials Group
10 Stuart Street
Kingston, ON Canada
K7L 3N6**