

## Annual Spring Meeting of Participants

### Travel Allotment Information and Table Funded Participants

**Travel allotment:**

A travel allotment has been determined based on your centre’s location and the cost for economy travel gathered from Air Canada, Porter Airlines, West Jet, and Via Rail. The Travel Allotment and Travel Reimbursement policies were used to set a maximum reimbursement for funded participants.

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 e.g. flights, rail, shuttles, taxis, parking, travel agent fees, etc. If you are going to exceed your allotted amount, please contact us at [meetings@ctg.queensu.ca](mailto:meetings@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 [meetings@ctg.queensu.ca](mailto:meetings@ctg.queensu.ca).

**Travel allotment for two funded invitations:**

If you receive two funded invitations with a travel allotment in both, you can ONLY use one of the allotted amounts. They cannot be combined or transferred to another person e.g. travel allotment for Spring Meeting Invitation is \$800 and travel allotment for a Thursday Workshop is \$800 therefore, your travel allotment will be \$800.

**Travel Allotment Table:**

Province	Location	Travel Allotment
British Columbia	Abbotsford, Kelowna, New Westminister, Prince George, Surrey, Vancouver and Victoria	\$1150
Alberta	Edmonton, Calgary and Grand Prairie	\$950
Saskatchewan	Regina	\$1000
	Carlyle, Saskatoon	\$1150
Manitoba	Winnipeg	\$1000
	Brandon	\$1200
Ontario	Sault Ste. Marie and Sudbury	\$1000
	Thunder Bay	\$1125
	Ottawa	\$750
	Kingston	\$325
	Toronto, Oshawa, Newmarket, Weston and Uxbridge	\$175
	Alliston, Ancaster, Barrie, Brampton, Cambridge, Hamilton, St. Catharines and Kitchener	\$200
	London and Stratford	\$225
	Windsor	\$850
Quebec	Greenfield Park, Laval, Longueuil, Montreal, Sherbrooke, Trois-Rivieres	\$750
	Levis, Quebec City	\$900
New Brunswick	Moncton, Saint John and Fredericton	\$900
Nova Scotia	Dartmouth, Halifax and Sydney	\$900
Prince Edward Island	Charlottetown	\$900
Newfoundland	St. John’s	\$1000