

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 AFTER the meeting* and by **7 JUN 2024** 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 (e.g. travel allotment for Spring Meeting invitation is \$800 and travel allotment for a Special Thursday 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 (e.g. 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](#)).

Only by submitting a properly completed Expense Reimbursement Form will travel expenses be reimbursed. This form, accompanied by itemized receipts (as described below), is to be submitted to CCTG Travel after the meeting and sent via **mail only**. If you require assistance completing the claim form, please contact cctgtravel@ctg.queensu.ca. *Claimants should keep a copy of their claim form and supporting documents.*

Travel and Expense Reimbursement Policy

ALLOWABLE EXPENSES

A. TRANSPORTATION

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.

1. Air Travel

Because significant savings can be realized by making reservations in advance, all claimants should plan their travel 2-3 weeks in advance, if possible. Claimants are expected to book economy airfare (e.g. Air Canada = Economy Basic) when making travel reservations.

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.

iii. Class of Service

The standard class of service for air travel is economy fare. Please be aware that economy flex or comfort airfare are not considered economy fare.

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 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.

Itemized receipts must be attached to each expense report. If receipts are lost, destroyed, or stolen, an explanation and alternative evidence of expenditure must be provided as part of the request for reimbursement.

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. 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 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 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. Your room and tax will be paid directly by CCTG to The Chelsea Hotel (Chelsea Room ONLY) for nights to attend the Annual Spring Meeting; Thursday May 2nd, Friday May 3rd and Saturday May 4th.

Accommodation for Wednesday, May 1st is covered by CCTG for Participants invited to Special Workshops or CCTG CLOSED meetings held Thursday, May 2nd and are unable to travel the same day. If you have any questions regarding this policy, please contact meetings@ctg.queensu.ca for approval before booking travel arrangements.

A credit card is required for booking your room and at the time of check in (for any incidentals). If you book your reservation *after* March 22nd, and there is an increase in the room rate, we will reimburse funded participants for the \$162.00 ONLY unless special arrangements have been made. If you are unable to keep your reservation, it is your responsibility to cancel the room 48 hours prior to 4pm EST arrival day. *Participants will be responsible for reservations not cancelled.*

i. Limitations

Should you choose to stay at another hotel, CCTG may not be able to reimburse you for your accommodation. 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 accommodation 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 a delegate **may not claim accommodation** unless pre-authorized.

iii. **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.

C. MEALS

Travelers may obtain reimbursement for meals using **per diems ONLY**.

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

Per diem

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

If travelling for one meal period, the claimant will only be reimbursed for the per diem allowance for that particular meal. For example, if breakfast and lunch are included in a conference fee, only a dinner allowance may be claimed. Please note that taxi travel to and from restaurants is not reimbursable.

iv. 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.

D. MISCELLANEOUS

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.

How to Get Reimbursed for Expenses

Please read the Travel Reimbursement Policy above carefully for reimbursable expenses and required documentation. Travel expenses can be reimbursed only by submitting a properly completed Expense Reimbursement Form. This form should be submitted to CCTG within 30 working days following the meeting.

The Expense Reimbursement Form is located on the [Spring Meeting Web Page](#). You will need the latest version of Adobe to complete the form.

Here are some quick tips to remember when completing your 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's 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. lunch 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.

Send your completed claim to:

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

Please contact cctgtravel@ctg.queensu.ca for any questions.