

Travel, Meal, and Accommodation Guidelines

43rd General Council 2018, Oshawa

Council attendees will be responsible for making their own travel arrangements. Travel expenses will be reimbursed directly to individuals when a completed and signed *expense form* and receipts are submitted to the General Council Office.

Travel Expenses

Travel expenses will be reimbursed as per the Reimbursement of Expenses – 43rd General Council, Oshawa, policy. It is expected that the most economical means of travel will be used.

Note: If flying is an option but you choose to drive instead, you will be reimbursed the lower cost between mileage and flight costs.

For those who may be driving to General Council, reimbursement for the 2018 year is \$0.39/km. For those carpooling, mileage will only be reimbursed to the driver of the car.

For local attendees, mileage will be reimbursed for one round trip to the event.

Other travel expenses:

1. Meal expenses as per Reimbursement of Expenses policy
2. Parking/taxi as per Reimbursement of Expenses policy
3. Accommodation expenses incurred due to travel/flight schedules

People who choose to drive and have extended travel days will not be reimbursed for meals or accommodation en route.

Meals and Accommodation

Meals and accommodation for commissioners will be covered for the period of the 43rd General Council, July 21–27, 2018. Meals start with dinner on Saturday, July 21, and conclude with breakfast on Saturday, July 28. Dinner on Wednesday, July 25, will not be provided onsite and is the commissioner's responsibility.

Rooms will be available at the University of Ontario Institute of Technology (UOIT) in the South Village Residence at the rate of \$65/night. Each suite has a small sitting area and kitchen bar; a washroom with shower; and two bedrooms, each with a double bed. Accommodation is to be booked directly with UOIT. If you have a roommate preference, please indicate this at the time you book your room. Both individuals need to request the other as a roommate for the request to be fulfilled.

For those who have registered a guest(s) who require accommodation and/or a meal plan, please note that you are responsible for these expenses. The meal plan must be requested at time of registration.

Event accommodation check-in starts on Saturday, July 21. Checkout is Saturday, July 28, at 11:00 a.m. Rooms may be available before and after these dates and can be confirmed at the time of booking. The expense for extra nights is the responsibility of the attendee.

Delegates travelling with small children or infants may consider alternative options—local hotels or campgrounds—since the residence does not have cribs or cots. Reimbursement for alternative accommodation will be up to \$65/night.