



Travel Guidelines to attend OAN Workshops/Meetings (Revised May 2017)

Transportation

Please be advised that all travel bookings must comply with the government of Ontario's travel policy which requires that the most economical and appropriate manner of travel is booked.

To ensure that we comply with the government's travel policy, the Ontario AIDS Network will only pay for authorized expenses that are booked through the Ontario AIDS Network's travel counselor.

Travel arrangements for train or airfare to attend meetings must be booked through the Ontario AIDS Network's Travel Counselor. Unfortunately the OAN travel counselor is no longer able to book bus tickets. The contact information for the travel counselor is as follows:

Amanda Kelly

Travel Counsellor
1221 Yonge St.
Toronto, ON M4T 2T8
416-968-2455 ext. 2 or 1-888-644-5623 ext. 4202
amanda@premieregroupp.com

Trains/Planes/Buses

The OAN will reimburse for all **economy class train or bus rides**. Flights are only reimbursed if air travel is the most practical and economical way to travel. For all forms of transportation, **economy fare** is the standard. Receipts and travel expense claim forms are required in order to receive reimbursement. Should you wish to travel first class; the OAN will reimburse you for the equivalent economy class fee and you will be responsible to pay the difference between the two fares. Please ensure your travel is booked as far in advance as possible to secure the least expensive fare – last minute travel costs may not be reimbursed.

Car

Car travel is reimbursed at **40 cents/km** for southern Ontario and **41 cents/km** for northern Ontario. You are not required to submit gas expenses. Car travel which will result in excess of \$400 being reimbursed requires prior approval.

Second Delegate (as it applies to the Skills Development Program except the ED/Board Chair)

The Skills Development Program is only able to financially accommodate **one** staff member per agency. This includes reimbursing for travel and meal costs and covering all workshop meals. However, the OAN welcomes the opportunity for more participants. If an agency is sending more than one staff person, the agency will have to assume all costs, including travel and meals. **A daily per diem to attend the workshop will be applied - \$70/day** (to cover breakfast, lunch, and snacks). The per diem must be received prior to the workshop.

Please check with the meeting organizer to confirm whether additional participants can attend as there may be some limitations depending on the workshop.

Taxi/Parking

All taxi and parking expenses may be reimbursed when original receipts are submitted with a travel expense form. Due to a limited budget, we ask you to travel by the **least expensive** method of transportation. Should you choose to travel by a more expensive method (i.e. cabs), the OAN may reimburse for the least expensive amount. Local public transportation including hotel/airport shuttles must be used wherever possible.

Hotel

The hotel will be booked through the OAN office. Reimbursement will be made for single accommodation in a standard room. Other room charges (including phone, room service, bar tabs) will not be covered. If you arrive early or stay longer, you will be responsible for the full room cost for the additional nights.

Staying with friends

There is an allowance of \$30.00 per day which includes meals. A travel expense form must be completed which should include the purpose of the travel, identification of the host and the number of days stayed.

Meals

Meals will be reimbursed **up to** the following rates, and **actual meal receipts (not just credit card or debit slips or hotel bills)** are **required**:

Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

This applies to meals not provided at the workshop/meeting and on travel days in accordance with your time of travel. NO ALCOHOL will be reimbursed.

Reimbursement is for **restaurant/prepared food ONLY**. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim.

Original, itemized receipts are required and reimbursement must not exceed the actual amount spent. Taxes and gratuities are included in the meal rates.

The rates are not an allowance. They are for individual meals – you must have eaten the meal to be able to submit a claim for reimbursement.

Childcare Guidelines to attend OAN Workshops/Meetings

- Prior written approval for reimbursement of childcare expenses is required for each workshop/meeting. Once approval given, the OAN caregiver form will be provided.
- Have a child 15 years old or younger or have a child over 15 years old who requires special care.
- Provide proof of guardianship and the age of the child e.g. birth certificate; for a child requiring special care, provide proof of care requirement.
- Reimbursement will only be provided if you incur expenses above and beyond your usual costs for child care as a direct result of attendance at the workshop/meeting. The intention is not to reimburse for normal childcare expenses incurred during normal work hours.
- Reimbursement will not be provided for workshop/meetings and events taking place at a time when school-aged children should be in school, unless under exceptional circumstances, such as statutory holidays, vacation days and days when schools are closed for professional development or other reasons.
- Reimbursement of actual costs will be \$10 per hour to a maximum of \$75 per 24-hour period, regardless of the number of children.
- Reimbursement will not apply for childcare provided by family members (e.g. spouse/partners)

Reimbursement will only be made when:

- Childcare expenses are paid for while attending an OAN workshop/meeting. These expenses are above what the participant normally pays for childcare services.
- Childcare has been paid to a third party for the provision of care while attending an OAN workshop/meeting.
- The OAN caregiver form is signed by the participant and the caregiver.
- Completed caregiver form attached to expense claim form is received no later than 10 days after the event took place.

CANCELLATION GUIDELINES/NO SHOW POLICY

In the past, some participants have not cancelled their registration. The OAN can no longer assume the costs for hotel rooms not used and over-ordered food. If a participant cancels their registration, another person may be able to attend thus not losing the spot.

The guidelines for workshops/meetings are:

- Cancellation notice must be received 72 hours (or 3 working days) prior to the workshop/meeting, except in unforeseen circumstances.
- If you register for a workshop/meeting and do not come or cancel your registration, your agency will be charged the full hotel room rate (if applicable) and the daily per diem of \$70 (including all Toronto participants).
- You must cancel your hotel room both with the OAN office and with the hotel directly.

Should you have any questions about your travel arrangements, please contact the OAN at 416-364-4555 and speak with the person organizing the workshop/meeting.