



## Travel, Accommodation & Expense Information

### Transportation & Allowable Expenses

You are responsible for making your own travel bookings. Please book as far in advance to take advantage of the lowest fare possible.

You are also responsible for your own ground transportation to and from the airport/train station. Taxi service is available at the airport upon arrival.

#### Toronto to/from Hamilton Service

Aero Port -1-800-465-3434 (can call in advance to arrange). CSMLS will cover up to \$150.00 taxi service from Toronto Airport to Hamilton (including gratuity, receipt required). Please request a flat rate with the taxi service.

#### Services in Hamilton area:

Hamilton Cab – (905)777-7777 Blue Line Taxi – (905)525-0000 CSMLS will cover up to \$45.00 for taxi service from Hamilton Airport to the Hotel (including tax and gratuity, receipt required - Uber or other like service accepted).

Travel (airline, train or bus) – the maximum allowable expense will be the lowest economy fare. CSMLS will cover the cost of standard seat fees. The purchase of upgraded seats or change fees must be approved in advance.

Airline Baggage Fees will be covered for meetings that are three (3) or more days.

Travel by Automobile – CSMLS provides an automobile allowance of \$0.58/km up to the cost of the lowest economy airline fare.

Parking – parking costs incurred while on CSMLS business will be covered (receipts required).

### Hotel Expense

You are responsible for booking your own accommodations. Hotel booking information will be supplied on the Notice of Meeting Form.

Accommodation costs will only be covered by CSMLS for volunteers who must travel more than 30km to the meeting/event for multi day meetings or 60km or more for single day meetings with no evening event.

The CSMLS will be billed for your stay (unless otherwise noted). Any incidentals you incur during your stay will be charged to you. You are responsible to leave a credit card or cash deposit for incidentals.

Private non-commercial accommodation (e.g. staying with friends/family) CSMLS will provide an allowance of \$50/day.

### Meals

#### Allowable Meal Expenses:

Breakfast \$23.60 Lunch \$23.90 Dinner \$58.60

Receipts are not required for meals, but may be requested (if meals are provided during your meeting, these are not allowable expenses).

Meals not provided during the meeting will not be covered for those within a 30km for multi meetings or 60km for single day meeting, unless participating in a group meal (in this case, receipts will be required).

#### Extraordinary expenses

Where unforeseen expenses occur while you are on approved CSMLS business (e.g., weather, transportation disruptions, flight cancellation or significant delay to flight departure) please contact the office for guidance prior to making any changes.

#### Advance Reimbursement

An advance reimbursement may be requested for 100% of allowable Airline/Train/Bus expenses prior to the scheduled meeting (receipt required).

#### Submission of expenses

Expense forms and receipts should be submitted as soon as possible after the meeting (within 2 weeks). If money is owed to CSMLS, a cheque must accompany the expense form.

Receipts can be mailed, scanned and emailed or faxed (905-528-4968). Originals are not required unless otherwise requested.

#### Eligibility for financial support

To be eligible for expenses, you are expected to attend all scheduled meetings for the entirety. Any problems in complying with this should be discussed with the meeting organizer.

#### Travel Agent/Booking Fees

CSMLS does not cover the cost for travel agent fees or online booking fees unless you receive approval in advance showing a cost savings.