

TRAVEL ASSISTANCE POLICY

Assistance for travel must be made within two weeks of the conclusion of the Games in which the expenses were incurred. Assistance form is available below.
*Please note the Paralympics Ontario provides travel assistance via the shortest distance in kilometers.

TRAVEL**ATHLETES:**

Registered Athletes traveling more than 500 km (round trip) to the Regional Games, will be assisted with travel over 500km, according to the following chart:

A car with 1 registered athlete will receive \$0.15/km

A car with 2 registered athletes will receive \$0.20/km

A car with 3 or more registered athletes will receive \$0.25/km

Sample an athlete who travels from Windsor to Toronto (approx. 800 km) will be compensated for $800\text{km} - 500\text{km} = 300\text{km} \times \$0.15 = \$45$.

Please note: athletes will **not be** reimbursed for their bus/train/plane fare if they do not get approval through Paralympics Ontario

For more information, contact:

Elisabeth Walker-Young

Games Manager
Paralympics Ontario
1185 Eglinton Ave. E.
Suite 102
Toronto, ON
M3C 3C6

Phone: 416-426-7188 or 1-800-265-1539

Fax: 416-426-7361

Email: lis@paralympicsontario.ca

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TRAVEL & MEALS POLICY

Assistance for travel, and meals must be made within two weeks of the conclusion of the Games in which the expenses were incurred. Assistance form is available below.

*Please note, the Host Organizing Committee (HOC) provides travel assistance via the shortest distance in kilometers.

TRAVEL**OFFICIAL:**

A car with at least one registered official will be reimbursed \$0.275 / km. **Officials are encouraged to carpool wherever possible and are asked to make their own arrangement in this regard.**

No registered officials will be compensated for flight costs unless arrangements are made with Paralympics Ontario.

Sample an official who travels from Windsor to Toronto (approx. 800 km) will be compensated for $800km \times \$0.275 = \220 .

ACCOMMODATION**OFFICIAL:**

The HOC will be responsible for reserving (and paying) *two-nights accommodation if required* for registered officials attending the Games. Additional nights will only be covered by HOC if *prior approval* has been given.

(Please note: Officials will be required to share a room. Rooming lists will be the responsibility of the Officials Coordinator)

Hotel Incidentals will be the responsibility of the registered official.

MEALS**OFFICIAL:**

Registered Officials will be provided with a per diem at the OPSC for any meals that are not provided at the venue. HOC will pay (*with a detailed receipt*) \$7 for breakfast, \$10 for lunch and \$18 for dinner. **Please note: the HOC does not cover the cost of tips or alcohol.**

For more information, contact:

<i>Title</i> _____ <i>of</i> _____ <i>event</i> Officials – Travel and Meal Form
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Name: _____ **Purpose:** Event , Location

Date: _____

Mailing Address (Mandatory):

	Date	Expense Explanation	Meals <i>* receipts MUST be attached</i>	Mileage <i>* see policy</i>	Other	Total
<i>SAMPLE</i>	May 7	Mileage = 800km total x \$.275 = \$220.00		\$220.00		\$220.00
	May 7	Dinner (receipt attached)	\$11.49			\$11.49
		Total Expenses				\$

- ***both the detailed receipt and the VISA/debit receipt must be attached***
Please note: the HOC does not cover the cost of tips or alcohol.

"I hereby certify that the information and _____

 claims herein are true."

Authorized:

Department (Account):

 (Signature)

Cheque No: _____ Cheque Date:

Please forward completed this form (*no later than* _____) *two weeks following the event* to: