

HQP Travel Costs & Reimbursement

5th Annual Meeting & Workshop

April 26 – 28, 2017

University of Toronto

Toronto, Ontario

The CNAES Administration will cover all hotel, travel and meal costs for CNAES students and post-doctoral researchers (active and alumni* HQP) attending 5th Annual Meeting & Workshop (April 26 – 28, 2017). Details regarding hotel reservation, eligible expenses, and how to receive reimbursement are outlined below.

**Alumni must present a poster to be eligible to claim their travel expenses. Alumni employed by CNAES partners and government agencies are not eligible for expense reimbursement by CNAES, as per NSERC regulations.*

Hotel

Your hotel reservation will be made by Jenn Robinson, Network Manager. In order to be cost-effective, you will be asked to share a room with one other HQP. To guarantee a hotel reservation, you must register online by **March 26th, 2017; 11:59pm EST**.

On the online registration form, you will be asked to specify the following information, as requested from the hotel:

- Arrival and departure dates
- Contact email and telephone number
- The person with whom you would like to share a room (if applicable).

A week before the Workshop & Annual Meeting, you will receive an email from Jenn Robinson with your hotel reservation details. Please note that all room reservations will be made at the [Chelsea Hotel Toronto](#).

Travel

You are responsible for making your own travel arrangements. Your travel costs will be reimbursed post-meeting. Original receipts must be submitted in order to be eligible for reimbursement, including boarding passes if travelling by bus, train, or plane. Carpooling is encouraged if you will be driving, as it is most cost-effective and more environmentally friendly.

Eligible dates for travel include:

- **Arriving in Toronto on April 25th and departing on April 28th or 29th**

Please contact Jenn Robinson to confirm that your travel is eligible for reimbursement if any of the following apply to you:

- **Your travel dates fall outside of the dates listed above;**
- **You will be driving a personally-owned vehicle to Toronto;**
- **You are planning to combine your travel with personal travel before or after the meeting.**

Meals

Only meals that are not provided at the CNAES Annual Meeting & Workshop are eligible for reimbursement.

The following meals will be provided:

- April 26th - 27th:
 - Lunch and coffee breaks on both days
 - Dinner on April 26th (HQP Social)
 - Dinner on April 27th (Network Dinner)
- April 28th: Breakfast, Lunch, Coffee breaks

You are eligible to be reimbursed for the following meals:

- Breakfast on April 26-27
- Dinner on April 25th
- Meals when you are travelling to and from Toronto

The following expenses are ***not*** eligible for reimbursement:

- Alcoholic beverages
- Per Diem rates. Original receipts are required for all meal reimbursements.

How to receive reimbursement

To be reimbursed, you must complete the following four (4) steps:

1. **Ensure that all of your expenses are eligible under both the NSERC's "Travel and Subsistence Costs" policy:** <http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp> **and the University of Toronto's "Travel & Other Reimbursable Expenses Policies & Guidelines"** <<http://www.finance.utoronto.ca/gtfm/travel/policy.htm>>
2. **Keep ALL receipts, including boarding passes** (if travelling by bus, train or plane). **Itemized receipts are required, in addition to credit/debit receipts (if applicable).**
3. **Submit *original* receipts and an expense reimbursement form to Jenn Robinson **no later than May 19th, 2017 at 5:00pm EST****

A blank expense reimbursement form and instructions on how to fill it out will be posted on the CNAES website. You may submit these during the Annual Meeting if all receipts and boarding passes are available then, or you can mail your receipts and form post-meeting to:

**University of Toronto, Dept. of Ecology & Evolutionary Biology
25 Willcocks Street, Room 3055
Toronto, ON, M5S 3G5
Attn: Jennifer Robinson**