



TRAVEL SUBSIDIES

It's Not Right!
Neighbours, Friends & Families for
Older Adults

Travel subsidies up to \$250 are available for workshops in Whitby, Mississauga, Ottawa, Toronto and London if you travel 150 km or more. Please note: no travel subsidies are available for the workshop in Hanover.

Travel subsidies up to \$400 are available for workshops in Sudbury and Sioux Lookout if you travel 150 km or more.

To obtain a travel subsidy, you will be asked to fill out an expense claim at the workshop. You will be reimbursed for actual travel costs up to the maximum amounts explained above.

If you want to claim a travel subsidy, please provide the following information:

Name _____

Workshop you will attend _____

Point of departure _____

Travel distance _____

Please estimate your travel costs. \$ _____

Please return this to Barb Potter at bpotter7@uwo.ca





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The following items may be claimed for reimbursement:

- Private stay overnight (\$30)
- Meals not provided as part of the Conference at the following rates: Breakfast \$10.00; Lunch \$12.50; Dinner \$22.50 including all taxes & tips.
- Bus travel to the conference venue
- Taxi(s) between place of residence and conference venue (shuttles may be provided)
- Mileage
- Hotel accommodations (basic/standard room)
- Ground transportation from air/rail/bus station to hotel/conference venue
- Air or Rail travel (economy fare only)

The following items cannot be claimed for reimbursement:

- Traffic and parking violations
- Extra costs incurred during your hotel stay including long distance calls
- Alcoholic beverages

Meals can be expensed at the following rates

- Breakfast \$10.00
- Lunch \$12.50
- Dinner \$22.50
- These amounts include all taxes and tips

Travel can be expenses at the following rates

- 40 cents/km for Southern Ontario for personal vehicles
- 41 cents/km for Northern Ontario for personal vehicles
- Bus
- Air or Rail provided that they are the most affordable, economy level option
- Group transportation from your point of arrival/ departure

