Expense Claims and Invoices

All reimbursements will be made based on the Requirements under the Ontario Management Board of Cabinet: Travel, Meal and Hospitality Expenses Directive. Pertinent details from this directive have been described below.

Each district must collate all expenses incurred by participants into one invoice using the attached Congress District Summary of Expenses Template to be submitted to the Ministry. Thus, individual participants will need to follow the instructions with regard to submitting expense forms as provided by their district.

Mileage and Car Rental

You may claim mileage if you are using your personal vehicle and traveling more than 25 kilometres each way.

<table>
<thead>
<tr>
<th>Southern Ontario</th>
<th>Northern Ontario</th>
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<tr>
<td>0.40 cents per km</td>
<td>0.41 cents per km</td>
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If travelling over 200 kilometres, where possible, a rental car should be used rather than a personal vehicle. If a rental car is used, only gasoline can be claimed (receipt required). Mileage cannot be claimed.

Parking/Taxi

A receipt is necessary for any parking amount that exceeds 5 dollars.

A company taxi receipt is required from the taxi driver to claim a taxi expense. A credit card receipt alone will not suffice.

Air/Train Travel

Travel by rail (economy class only) is permitted. Travel on VIA 1 (business class) is not permitted.

Travel by air (economy class only) is permitted. A ticket must be purchased at the lowest available price while considering practicality. A flexible, refundable ticket should only be booked if that is the least expensive option.

Travel must be arranged in advance and be booked by fixed dates; open-ended tickets are prohibited.

Boarding passes must be kept and submitted with the expense claim and other receipts. Expense claims that do not have the boarding pass will not be reimbursed.

Accommodation

Original hotel receipts must be submitted to support all accommodation expense claims. ONLY allowable items from the hotel bill may be claimed (bar bills, movies or other personal expenses will not be reimbursed). Participants who are staying overnight are required to reserve at the International Plaza Hotel in order to receive the bulk rate negotiated for Congress. Please quote “Min_004” when booking.
Meals

Dinner is provided on the evening of April 28th. Breakfast and lunch is provided on the 29th of April and thus, no claims can be made for meals at these times.

Itemized receipts are required when claiming any other meal amounts that are incurred necessarily in order to attend Congress. Credit card slips alone will not be accepted.

The following maximums will be applied (including taxes and tips) for meal reimbursement and thus, should be indicated on the expense claim forms submitted.

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<tbody>
<tr>
<td>Breakfast</td>
<td>$ 8.75</td>
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<tr>
<td>Lunch</td>
<td>$ 11.25</td>
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<tr>
<td>Dinner</td>
<td>$ 20.00</td>
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Alcoholic beverages will not be reimbursed.

Other Expenses

If there are any special requirements for participants these should be discussed and special approval should be requested through the district BLDS Lead to the Ministry prior to the congress. Receipts will be required for any such approved expenses.