

ONCAT Reimbursement Policy

Travel for Annual ONCAT Conference

The Ontario Council on Articulation and Transfer (ONCAT) will only reimburse travel costs for institutions/organizations 65km or more away from the event venue, and for transportation only to/from the institution/organization and event venue. ONCAT will not reimburse any costs associated with switching/cancelling travel arrangements unless there are extenuating circumstances (in which case a formal letter of explanation, and authorization by ONCAT is required).

To ensure robust and engaged discussion, ONCAT is encouraging participation from both the college and university sector and will waive the registration costs for four participants (including council member) from each institution at the Conference.

Institutions may choose to support additional registrants beyond their original four at a cost of \$225.00 per registrant, plus additional expenses associated with sending those registrants, including meals, travel and accommodations. ONCAT will not reimburse the costs associated with sending additional registrants. A waitlist will be employed (ONCAT will not mediate any registration changes within institutions).

1. Transportation

ONCAT will reimburse transportation costs for only economy class (rail, air, and bus), with submission of original receipts, tickets/ boarding passes and itineraries (including the date of booking and cost) – only reimbursement to institutions can be based on scanned copies.

Air:

- Flights must be specifically for the event, unless pre-authorized.
- In an effort to minimize expenses, we request that flights are booked at least three weeks in advance of the event.
- Costs for advance seat selection will not be reimbursed.

Driving:

- ONCAT assumes no financial responsibility for personal vehicles.
- If you use your vehicle, it must be insured at owner's expense for personal motor vehicle liability. ONCAT will not reimburse the costs of insurance coverage.
- ONCAT will only reimburse:
 - Mileage to/from the institution and the event venue, with google maps route.
 - Mileage to/from the institution, transportation terminal, and event venue, with google maps route.
 - Based on a rate of 46.5 cents per kilometre only. Reimbursement will not be provided for gas expenses.

Car Rental:

- Rental must be a compact model or its equivalent.
- The rental must have rental car insurance coverage. Any damages incurred to the rental vehicle are the responsibility of the renter and will not be reimbursed by ONCAT.
- To avoid higher gasoline charges, refuel your rental car before returning it.

Ontario Council on Articulation and Transfer (ONCAT)

180 Dundas St. West Suite 1902
Toronto, Ontario M5G 1Z8
T: (416) 640 6951 | F: (416) 640 6959
www.oncat.ca

Other Forms of Transportation (Train/ Public Transit/ Taxi/ Ride Share Services):

- ONCAT will only reimburse transportation to/from the institution, transportation terminal, and event venue.

Parking:

- ONCAT will only reimburse cost of parking at the transportation terminal and event venue, at the following parking locations:
 - **Green P Municipal Parking at City Hall**, Nathan Phillips Square Garage at 110 Queen St. W. Has multiple access points including one directly across the street from the Toronto Marriott Downtown Eaton Centre (accessible from South bound Dundas St. only).
 - If you decide to park at the hotel, ONCAT will only reimburse you at the rates offered by the Green P parking:
 - Sun: Max. (7am - 7am) - \$8.00
 - Mon-Fri: Day max. (7am-6pm) - \$15.00, Night max. (6pm - 7am) - \$6.00
 - Further details and a schematic showing the entrances are in the links below:
 - http://parking.greenp.com/parking-info/carpark-info/36_110-queen-street-west-nathan-phillips-square-garage.html
 - http://parking.greenp.com/documents/carparks/carpark_00000036.pdf

2. Accommodations

- ONCAT will only reimburse accommodation costs at the Conference group room rate. Participants are therefore encouraged to book accommodation at the host hotel as early as possible and prior to the cut-off date of April 10, 2017.
- Hotel accommodations will be reimbursed for **participants** and **presenters/co-presenters** only for **Monday** evening. We understand there may be instances where presenters/co-presenters will have extraordinary meal/travel/accommodation requirements. Please contact Alana Wiens, Operations Director at awiens@oncat.ca for assistance.
- If you have been identified by your institution as a **council member** and are required to vote at the AGM, ONCAT will cover the room expenses for both Sunday and Monday, but only if you are attending the full conference and your institution is 65km or more from the Conference venue.
- A block of rooms is available at the **Toronto Marriott Downtown Eaton Centre Hotel**. The Conference rate of \$194 per room/per night (plus applicable taxes) is available for Sunday, April 30th and Monday, May 1st 2017.
- There are two options for booking rooms at the Toronto Marriott Eaton Centre Downtown Hotel:
 1. Use this special reservation link for the ONCAT 2017 Conference room bookings – [ONCAT 2017 Conference Reservation Link](#)
 2. Call toll-free 1-800 905-0667 and be sure to request the \$194 rate for the ONCAT Conference
 - The Toronto Marriott Downtown Eaton Centre Hotel has a limited number of rooms available for early arrival (prior to May 1) or late departure (after May 2) at the Conference rate, on a first-come, first-served basis. Delegates can book their entire stay using the above link.
 - All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. **Note that delegates are encouraged to make their reservations as soon as possible. The cut-off date for ONCAT Conference reservations is April 10, 2017.**

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However, rooms may not be available at that time if the block is sold out prior to April 10, 2017. Book your reservation early! If rooms are available after the cut-off date, reservations will be accepted only at the prevailing rate of the day.

3. Meals

ONCAT will provide lunch on May 1, and breakfast and lunch on May 2, as well as refreshment breaks – served at the Conference venue. **Any additional meal expenses are the responsibility of the participant and will not be reimbursed by ONCAT.**

4. Gratuities

ONCAT will reimburse reasonable gratuities for porter, hotel room services, taxis, and pre-authorized meal expenses. Keep a record of gratuities paid.

- Examples of allowable amounts for gratuities include:
 - 10% on a taxi fare
 - \$2 - \$5 for housekeeping up to one night in a hotel.
 - \$2 - \$5 per bag for a porter
 - 10% - 15% on a restaurant meal

Please submit the **Expense Form**, **Direct Deposit Form** and all related **original receipts** (hard copy) to ONCAT by **Friday, May 19th, 2017** for processing. All expenses received after that date will not be processed. Please ensure that the title and date of the event are referenced on the expense form.

Attn: Amy Oziel

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If you are required to submit original receipts to your institution for reimbursement, please have your institution invoice ONCAT with scanned copies of all receipts/ tickets/ boarding passes and itineraries.

If you have any questions or concerns, please contact the meeting organizer at ONCAT.