

## **AIR TRAVEL REGULATIONS FOR THE 2017 GENERAL ASSEMBLY**

**Please read this whole document carefully before making your travel arrangements.**

### **FOR THE PRESBYTERIES OF**

Cape Breton, Newfoundland, Pictou, Halifax-Lunenburg, New Brunswick, Prince Edward Island, Superior, Winnipeg, Brandon, Assiniboia, Northern Saskatchewan, Peace River, Edmonton-Lakeland, Central Alberta, Calgary-Macleod, Kootenay, Kamloops, Westminster, Vancouver Island and Western Han-Ca.

### **MAKING YOUR OWN AIR TRAVEL ARRANGEMENTS**

Those attending the Assembly are asked to make their own travel arrangements according to the following guidelines. You will be reimbursed according to these guidelines. Assistance is available, if necessary, through the General Assembly Office ([garegistration.ca](http://garegistration.ca)).

### **TRAVEL-TIME CONSIDERATIONS FOR BOOKING FLIGHTS**

Commissioners and YARs are expected to be at Queen's University in Kingston for the full duration of the General Assembly from **Sunday June 4 at 7:00 pm to Wednesday June 7 around noon hour**. When booking flights you must consider that the travel-time between the Toronto airports and Kingston is at least 4 hours.

Also consider the time required by the airlines for check-in.

### **AIRPORTS**

**Pearson International Airport, Toronto:** for Air Canada and WestJet. Those flying into Pearson will be transported directly to Leggett Hall Residence at Queen's University in Kingston by Ontario Coachways. You must indicate on your registration form if you require this service.

Note: the last Ontario Coachways vehicle from the airport to Kingston departs at 9:00 pm.

The General Assembly Office staff will book your transportation on Ontario Coachways. You must notify the office prior to May 15 if you require this service.

**Billy Bishop Airport, Toronto:** for Porter. Those flying into Billy Bishop Airport will have to arrange their own transportation to Kingston on VIA Rail.

You must purchase your VIA Rail ticket before arriving in Toronto. Contact VIA Rail at [viarail.ca](http://viarail.ca) or by phone 888-842-7245. Book your ticket as soon as possible.

Note: - ensure you plan enough time between your flight and train arrival and departure times.  
- the last train from Toronto to Kingston is 6:40 pm.

Submit your train number and arrival time to the General Assembly Office so that transportation between the train station in Kingston and Queen's University can be arranged.

Porter provides shuttles from Billy Bishop Airport to the Fairmont Royal York Hotel. Go across Front Street to Union Station and follow directions to the platform for your train.

### **BOOKING FLIGHTS AND/OR TRAIN TICKETS**

The following regulations must be adhered to when booking your own airline and train tickets:

You must purchase the lowest priced direct flight, which might include a connecting flight (see "reimbursement" below); and may include seat selection.

Your flight arrangements must allow for you to attend the entire Assembly, which begins Sunday, June 4 at 7:00 pm and concludes on Wednesday, June 7 around the noon hour.

Since ground transportation between the Toronto airports and Queen's University takes about 4 hours, you must book your flights taking this time into consideration. For those coming on Sunday, you should plan to arrive in Toronto around 2:00 pm. Return flights are not to be booked prior to a 5:00 pm departure on Wednesday. Flights booked before this time will not be reimbursed.

If you are flying into Billy Bishop Airport and have to book a VIA Rail ticket, you must purchase the lowest priced ticket.

Contact Terrie-Lee Hamilton or Frances Hogg before booking your flight if you have any questions about flight times.

Your travel arrangements must be booked by April 30, 2017.

## **REIMBURSEMENT**

The General Assembly will cover the cost of the ticket from your departure point to the General Assembly and return (and may include seat selection and the cost of one piece of checked luggage). If you wish to plan a stopover, you need to provide a quote for a direct flight to the General Assembly (including tax breakdown) along with your actual flight invoice. The VIA ticket will also be covered, based upon the lowest available fare. Extra expenses associated with your personal plans are your responsibility.

Contact Terrie-Lee Hamilton before making your arrangements if you have any questions about the cost of a flight or train ticket.

Submit a copy of your e-ticket invoice (including tax breakdown) with payment evidence to the General Assembly Office. This will be used both for reimbursement and local ground transport purposes.

The General Assembly Office will reimburse the cost of the air, and VIA Rail if using, only when it has received both your registration form and ticket(s) invoice.

Cancellation insurance is not be reimbursed.

Meal vouchers purchased through the airline are not be reimbursed.

## **CANCELLATION**

If you do not attend the Assembly, you will be responsible for reimbursing the cost of your ticket, unless a prior arrangement is made with the General Assembly Office. Notify Frances Hogg immediately of any changes.

## **CHANGES TO FLIGHT INFORMATION:**

If any changes are made to your original flight information, you are responsible to inform Frances Hogg so she can amend your information.

You are responsible for any costs due to changes you make to your reservations.

## **GENERAL ASSEMBLY OFFICE ARRANGING TRAVEL**

The General Assembly Office can assist you in making airline travel arrangements if you are unable to make your own arrangements:

- send your registration form to the General Assembly Office checking the box indicating you wish assistance.
- a staff person from the General Assembly Office will contact you by phone to arrange and confirm your flight arrangements.
- your ticket information will be sent directly to you by email.

## **GROUND TRANSPORTATION**

The General Assembly Office will provide ground transportation to the university for those arriving at Toronto Pearson with Ontario Coachways on Saturday, June 3 or Sunday June 4 (or Friday June 2 if you are attending the “Worship Words: Discipling Language for Faithful Ministry”), and for those departing on Wednesday June 7 or Thursday June 8.

Local volunteers will offer transportation for those arriving at and departing from the VIA Rail station on the above dates.

If you require ground transportation, you must notify the General Assembly Office of your travel plans prior to May 15.

## **TRAVEL BY CAR (optional)**

If you may wish to travel by car to Kingston rather than fly, you will be reimbursed the lesser amount of basic return airfare or by the formula: one person in a car – 20 cents per km return, two people in a car – 26 cents per km return, three or more people in car – 32 cents per km return; noting that “person” means commissioner, young adult representative or student representative.

## **BOOK OF REPORTS**

The Book of Reports will outline other details concerning travel directions, such as a phone number listed that you can call if you have any problems on the day of your travel.

## **CONTACT INFORMATION**

Terrie-Lee Hamilton      thamilton@presbyterian.ca or 800-619-7301 or 416-441-1111, ext. 225  
Frances Hogg              garegistration@presbyterian.ca or 800-619-7301 or 416-441-1111, ext. 224