

**AIR TRAVEL REGULATIONS
FOR THE 2020 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, Montreal, Quebec, 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@presbyterian.ca).

TRAVEL-TIME CONSIDERATIONS FOR BOOKING FLIGHTS

Commissioners, Students and YARs are expected to be at Wilfrid Laurier University in Waterloo for the full duration of the General Assembly from **Sunday, June 7 at 7:00 pm to Thursday, June 11 around noon hour**. Sunday afternoon registration will close at 5:30 pm. When booking flights you must consider that the travel-time between the Toronto airport and Waterloo is at least 1.5 hours.

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

AIRPORTS

Pearson International Airport, Toronto and John C. Munro Airport, Hamilton and for Air Canada and WestJet: Those flying into these airports can be transported directly to the King Street Residence at Wilfrid Laurier University in Waterloo by Airways Transit. You must indicate on your registration form if you require this service.

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

BOOKING FLIGHTS

The following regulations must be adhered to when booking your airline ticket:

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 on Sunday, June 7 at 7:00 pm and concludes on Thursday, June 11 around the noon hour.

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

Your travel arrangements must be booked by April 30, 2020.

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.

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

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

The General Assembly Office will reimburse the cost of the flight, only when it has received both your registration form and ticket invoice.

Cancellation insurance is not reimbursed.

Meal vouchers purchased through the airline are not 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 Marjorie Copeland immediately of any changes.

CHANGES TO FLIGHT INFORMATION

If any changes are made to your original flight information, you are responsible to inform Marjorie Copeland so she can amend your registration 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 with Airways Transit to the university for those arriving at Toronto Pearson or John C. Munro airports on Saturday, June 6 or Sunday, June 7, and for those departing on Thursday, June 11 or Friday, June 12.

If you require ground transportation or if there are changes to your flights, you must notify the General Assembly Office of your travel plans prior to May 15.

TRAVEL BY CAR (optional)

If you want to travel by car to Waterloo rather than fly, you will be reimbursed the lesser amount of basic return airfare or by the following formula:

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| - one person* in a car | \$ 0.22 per km return |
| - two people* in a car | \$ 0.28 per km return |
| - three or more people* in a car | \$ 0.34 per km return |

* eligible persons are: 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 that you can call if you have any problems on the day of your travel.

CONTACT INFORMATION

Email as given below or phone: 800-619-7301 or 416-441-1111.

Terrie-Lee Hamilton	thamilton@presbyterian.ca, phone ext. 225
Marjorie Copeland	garegistration@presbyterian.ca, phone ext. 224