

TRAVEL REGULATIONS – RESOURCE PERSONS FOR THE 2020 GENERAL ASSEMBLY

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

AIR TRAVEL ARRANGEMENTS

Making Your Own Air Travel Arrangements

Resource persons attending the Assembly are asked to make their own travel arrangements according to the following guidelines. Your committee/agency will reimburse you according to these guidelines. If necessary, assistance is available for travel bookings through the General Assembly Office (garegistration@presbyterian.ca).

Travel-Time Considerations for Booking Flights

The General Assembly is 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 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: 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.

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; and may include seat selection.

Submit a copy of your ticket invoice to the General Assembly office for local ground transportation purposes.

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

Ground Transportation

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 or if there are changes to your original flight information.

Reimbursement by Committee/Agency

The cost of the ticket from your departure point to the General Assembly and return will be covered by your committee or agency. Submit a copy of your ticket invoice (including tax breakdown) to your committee in the manner you would normally to claim your expenses.

Cancellation

If you are unable to attend the Assembly, immediately notify Marjorie Copeland either by phone at 800-619-7301 or 416-441-1111, ext. 224 or via email at garegistration@presbyterian.ca.

Changes to Flight Information

You are responsible to inform Marjorie Copeland if you have any changes to your flight information.

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.

TRAVEL BY CAR

Resource people coming from the following presbyteries are expected to drive or travel by other ground transport: Seaway-Glengarry, Ottawa, Lanark & Renfrew, Kingston, Lindsay-Peterborough, Pickering, East Toronto, West Toronto, Brampton, Oak Ridges, Barrie, Temiskaming, Algoma & North Bay, Waterloo-Wellington, Eastern Han-Ca, Hamilton, Niagara, Paris, London, Essex-Kent, Lambton-West Middlesex, Huron-Perth, Grey-Bruce-Maitland.

If you elect to travel by air, you will be reimbursed the lesser of the air fare or travel by car.

REIMBURSEMENT

Meals and accommodation en route are the responsibility of the resource person.

Reimbursement for bus or train fare will be based on coach fare classification.

Reimbursement by car is either as established by your committee/agency or by the following rates specifically for the General Assembly:

- 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.

If a resource person chooses to travel by air, reimbursement will be based on the actual air fare paid or the kilometre rate quoted above, whichever is less.

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