

Team Primary Care Training for Transformation Family Medicine Education Design Retreat Booking & reimbursement guideline

Venue

Hilton Mississauga Meadowvale
6750 Mississauga Rd, Mississauga, ON L5N 2L3

Please connect with the team at academicfm@cfpc.ca if you have any questions along the way and before booking your travel.

Snapshot

Sunday December 3rd

Travel day/Arrival | Welcome Reception 4:00 to 6:00 p.m. | Dinner self-organized

Monday December 4th

Retreat day 1 | 8:00 a.m. to 5:00 p.m. including late-afternoon networking and snacks | Dinner self-organized.

Tuesday December 5th

Retreat day 2 | 8:00 a.m. to 4:00 p.m.

Breakfast, lunch and refreshments will be served as part of the day-time programming on December 4th and 5th.

Reimbursement Provisions and Eligible Expenses

We have received specific expense and reimbursement provisions from Employment and Social Development Canada about eligible expenses and related maximums. These provisions are different than what you might be used to for other CFPC events, so read and apply this information carefully. Please remember to keep all source receipts, this includes payment slips (like credit card receipts) and itemized receipts. A reimbursement form will be provided at and after the event for you to submit your receipts and claim reimbursement.

- Hotel accommodations (see eligibility and booking instructions below)
- Air and rail travel (see eligibility and booking instructions below)
- Taxis, shuttles and local transportation services are alternatives for short local trips. Actual expenses, including gratuities, shall be reimbursed.

- Travelers using other modes of transportation shall be reimbursed at the applicable kilometric rate based on the direct road distances, if available. When there are no road distances, the traveler shall be reimbursed for actual or reasonable distances travelled. For rented vehicles, the cost of the rental is ineligible for reimbursement.
- Following are the rates payable in cents per kilometer (inclusive of tax) for road distances for authorized government travel:
 - Alberta 52.0
 - British Columbia 54.5
 - Manitoba 54.0
 - New Brunswick 57.0
 - Newfoundland and Labrador 58.5
 - Northwest Territories 70.0
 - Nova Scotia 57.0
 - Nunavut 66.5
 - Ontario 58.0
 - Prince Edward Island 55.0
 - Quebec 56.5
 - Saskatchewan 52.0
 - Yukon 69.0
- Travelers shall be reimbursed for meal expenses incurred for each breakfast, lunch and dinner while on travel status, in accordance with the following rates. These rates are in Canadian dollars, are inclusive of taxes and tips and will be reimbursed based on actual itemized receipts (credit card charge slips alone are not sufficient). Alcohol expenses and related taxes will not be reimbursed under any circumstances. A meal reimbursement shall not be allowed to a traveler with respect to a meal that is already provided as part of an event (for example, day-time food & beverage on the retreat days).
 - Breakfast: \$24.35
 - Lunch: \$24.65
 - Dinner: \$60.45
- If a traveler is being reimbursed for more than one meal in the day, the total claimed will be reimbursed if the total is less than the total allowable rates above. For example, if a traveler is being reimbursed for breakfast and dinner on the same day, the total of \$84.80 (\$24.35 plus \$60.45) is considered the threshold. This means if a traveler spent \$10 on breakfast, they would have \$74.80 remaining for dinner. No reimbursement will be provided for a meal that was available as part of an event.
- The traveler will be allowed to be reimbursed for incidental expenses up to Canadian \$17.30 per day, subject to providing either a receipt or a signed declaration that the traveler has actually incurred the expense, where a receipt is not possible to be obtained.

Booking your Travel

Booking your hotel

Participants are responsible for booking their own hotel room. A room block is being held at the **Hilton Mississauga Meadowvale** until November 17th, 2023. Using one of the methods (online link or phone) below to book your hotel room ensures that your room costs are charged to our master account and you do not incur any out-of-pocket expenses (excluding incidentals).

While we strongly encourage all participants to book at the Hilton Meadowvale Mississauga, if you book somewhere else, reimbursement is available for one standard room for one occupant. Hotel nightly stays, inclusive of all charges, should be no greater than \$300. Incidental charges are ineligible for reimbursement.

Hilton Meadowvale Mississauga

6750 Mississauga Rd, Mississauga, ON L5N 2L3

Book by phone: 1-800-HILTONS (Toll Free: 1-800-445-8667) | Ask for Hilton Mississauga Meadowvale

Book online: <https://book.passkey.com/go/CFPCDec2023>

Booking Code: 90A (nine-zero-A)

Booking Name: College of Family Physicians of Canada, December 2023

Booking your travel (air and rail)

Participants are responsible for booking their own travel. All air and rail travel must be booked through Direct Travel, using travel code **8640**. You will not incur any out-of-pocket expenses for a standard booking, as the fees will be charged directly to the CFPC.

For air travel: By default, and aligned with Employment and Social Development Canada, Direct Travel will book you at **Economy Class**. As applicable, your reservation will also be eligible for:

- Seat selection fees
- One (1) checked baggage fee
- Airport improvement fees (otherwise not paid as part of the fare)
- Airport departure tax (otherwise not paid)

For rail travel: By default, and aligned with Employment and Social Development Canada, Direct Travel will book you at **Economy Plus class** which is the highest class after the full economy class.

To book:

- Direct Travel via email team2@dt.com
- Direct Travel via phone: 905-267-2493 | 416-915-2218 | 1-866-908-7982

The Outcomes of Training Project Team

academicfm@cfpc.ca