

## Travel, Accommodation and Meal Guidelines and Procedures

### TRAVEL TO/FROM EVENTS

- Unless specifically directed otherwise, all Canada Artistic Swimming event-related travel must be arranged through Canada Artistic Swimming's travel provider, **Boulevard Travel**, by the event specific deadline. Canada Artistic Swimming will not reimburse costs for travel booked by your own travel agency or on your own unless approved in advance.
- Air Canada is the preferred airline of Canada Artistic Swimming and must be used except if a lower fare is available on another airline.
- All tickets will be booked at the lowest fare class, plus seat selection fees if applicable and the cost for one piece of checked baggage. Individuals who wish to be booked in a higher fare class will be required to pay the difference by providing a credit card at the time of booking, except where the Flex fare is not greater than \$100 more than Tango fare, Flex fare may be booked.
- Individuals who request **changes to tickets after they have been issued** will be required to pay the change fee, including all service charges, by providing a credit card at the time the change is made, unless Canada Artistic Swimming has authorized the change **prior** to the change being made.
- Arrival and departure dates and times will be determined by Canada Artistic Swimming and will be based on the days an individual is required to be onsite to execute their role.
- It is the responsibility of the individual arranging their travel with **Boulevard Travel** to verify the proposed itinerary against when they are required to be onsite. Any issues must be communicated to Canada Artistic Swimming **prior** to confirming the ticket.
- If an individual is unable to attend once travel is booked, they must contact Canada Artistic Swimming immediately so that the ticket can be cancelled and a credit issued to be used for other travel by that person.
- **Travel by Train** – For trips of 500 km or less one way, travellers are encouraged to consider travelling by train. Economy travel will be booked for trips with a total travel time that is less than 4 hours. First class may be booked (i.e. club class) when the total travel time is four hours or greater.
- **Travel by Car** is subject to Canada Artistic Swimming approval in advance which may be granted if it is more economical and logistically efficient than any other means of travel. Individuals approved for travel using their personal vehicle will be reimbursed at a rate of \$0.42/km for expenses related to fuel, insurance and depreciation. The individual is responsible for ensuring the vehicle is adequately insured. Canada Artistic Swimming assumes no financial responsibility for insurance coverage on privately-owned vehicles. Canada Artistic Swimming is not responsible for reimbursing deductible amounts related to insurance coverage.
- **Mileage, Taxis, Airport Parking** – Canada Artistic Swimming will reimburse individuals for the cost of mileage and airport parking or a taxi between an individual's place of residence and the airport (whichever is less expensive) up to a maximum of \$200 total including all charges. Individuals are asked to use the most economical means available to them, e.g. a taxi to travel to and from the airport, if it will be cheaper than parking at the airport.
- **Parking at the hotel and/or venue** – For those individuals that are approved to travel using a personal vehicle, Canada Artistic Swimming will pay one daily parking fee at either the hotel

or the venue for each day an individual is required to be onsite to execute their role (receipts are required). Note that when transportation is provided onsite by the Organizing Committee between the hotel and pool, it is understood that officials and others will use the shuttles provided.

- **Hotels while travelling** – Individuals may be approved in advance of travelling for an overnight stay at a hotel (receipts are required) while on route to or from home, depending on driving distances, flight times and/or flight delays. If a flight is delayed or cancelled and you are travelling with a group of individuals who are also attending the event, shared accommodation will be provided. Please contact Canada Artistic Swimming for approval.

### **ONSITE TRANSPORTATION**

- Canada Artistic Swimming will provide transportation between the airport or train station and the hotel. Should a traveller wish to take a taxi instead of shuttle transportation provided by an organizing committee, this will be at the traveller's own expense.
- Canada Artistic Swimming will provide transportation (event shuttle) between the official hotels and the venues unless the two are within walking distance.
- Individuals are required to use the transportation provided unless otherwise agreed upon with Canada Artistic Swimming in advance. Taxi or other transportation expenses (mileage, parking) will **NOT** be considered an allowable expense if not approved in advance.

### **ACCOMMODATION**

- Canada Artistic Swimming will pay the cost of shared accommodation for those travelling on association business or for events. Where possible, Canada Artistic Swimming will allow individuals to select their own roommate.
- Any accommodation costs for days outside of the dates an individual is required to be onsite are the sole responsibility of the individual and are to be paid directly to the hotel upon check-in.
- When shared accommodation is offered, individuals may request a single room. If a single room is available, the individual will be invoiced for half of the cost of the room.

### **MEALS AND PER DIEMS**

- Individuals will be provided with per diems or meals or a combination of the two based on the first meal after arrival at the event location and the last meal prior to departure.
- When a meal is provided, individuals who choose not to eat the meal, will not be reimbursed the per diem rate for that meal.

<b>Per Diem</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Supper</b>
<b>Amounts</b>	\$8	\$9	\$25

### **POST EVENT EXPENSE CLAIMS**

Individuals who have approved expenses, must submit an expense claim form, including all receipts, by email to the Canada Artistic Swimming National Office, no later than **30 days** following the end of the event or other association activity.