

## *Jangles Productions*

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Dear Service Provider,

You have been invited to participate in the ISAP Conference 2010. There will be two identical conferences in content to ensure uninterrupted client service (Half of the staff will attend the first conference and the other half will attend the second conference.)

Both conferences are being funded by Citizenship and Immigration and they will take place in Toronto, Ontario;  
Conference # 1 – March 9 to 11, 2010  
Conference # 2 – March 30 to April 1, 2010

The conferences will be held at:

TORONTO WESTIN HARBOUR CASTLE HOTEL  
1 Harbour Square - Toronto, Ontario - M5J 1A6 - (416) 869 1600

Citizenship and Immigration Canada (CIC) has agreed to pay the expenses of travel, accommodation and meals to attend the conferences in Toronto. All delegates are responsible to make travel arrangements and initially pay for travel and meals outside what are provided at the conferences. (Accommodation is pre-paid). These costs will be reimbursed once **each agency compiles and submits ONE expense form that includes all participants to Jangles Productions**. The financial assistance is based on the travel directive of the Treasury Board of Canada and will cover the following:

HOTEL ELIGIBILITY – Those eligible to obtain a hotel room must reside:

- West of Highway 427 and Browns Line
- North of Highway 407
- East of Brock Road

1) TRANSPORTATION: The most economical method of travel from your home to Toronto will be reimbursed.

**By air:** If air is the most economical method of travel, CIC will cover the cost of a round trip, economy class ticket of the most direct flight between the airport closest to your home and Toronto's Pearson International Airport or Toronto City Airport. The booking must be done by yourself or your organization. Should you wish to travel in Business or First Class, extend your stay or change the itinerary, it will be at your own expense. Please submit all receipts, including your flight itinerary, to Jangles Productions for reimbursement.

**By train or bus:** For shorter distances, bus or train may be the most economical method of travel. CIC will cover the cost of a standard class round-trip ticket between your place of residence and Toronto. The standard class is one class above economy class. Please submit all receipts to Jangles Productions for reimbursement.

**By vehicle:** In many cases, travel by vehicle will be the most economical method of travel. The travel directive reimburses vehicular travel at a standard kilometric rate. CIC will reimburse vehicular travel for a round-trip between your place of residence and Toronto at the standard kilometric rate which is .54 cents/kilometre in Ontario. Parking will be reimbursed. For travel reimbursement, please submit your total distance travelled and parking receipt(s) to Jangles Productions.

**Ground transportation:** The travel directive provides for the reimbursement of ground transportation while travelling. This would include, for example, ground transportation by taxi between one's home and the airport or ground transportation between the airport and one's hotel. Please submit all receipts to Jangles Productions for reimbursement.

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2) ACCOMMODATION: CIC will cover the cost of a single occupancy room at the Westin Harbour Castle Hotel for those eligible to stay at the hotel. Once you register on line at [www.isap2010.ca](http://www.isap2010.ca) your hotel reservation will be made for you. **Your room is pre-paid and you do not need to book your own room.**

Please note that travel guidelines cover only the room and applicable taxes. Should you wish to arrive earlier, extend your stay, have an extra person stay in your room, or stay in an upgraded room, it will be at your own expense. You will be responsible for any personal items charged to your room, such as telephone calls, mini-bar, movies or cleaning.

3) MEALS: Meal costs will be reimbursed only to those eligible to stay at the hotel and only for meals that are not provided during the conference. (e.g. – dinner for those staying at the hotel)

Meals taken during travel to and from the conference, (e.g.- lunch), can only be claimed by those delegates staying at the hotel and only if the meal occurs while travelling.

Reimbursement is allowed up to the following amounts (receipts must be submitted to Jangles Productions)

Meal rates are:

Breakfast: \$14.45 (includes taxes and gratuities)

Lunch: \$13.45 (includes taxes and gratuities)

Dinner: \$38.35 (includes taxes and gratuities)

4) REIMBURSEMENT. As per the policy of the Treasury Board of Canada, you will be reimbursed upon presentation of original receipts where required for the expenses outlined above. **Each agency must compile all travel receipts from all staff and complete one travel claim form that includes all staff attending the conferences.** The travel claim form is enclosed within this website.

Please print and complete at the conclusion of the conference and **submit your travel claim form no later than April 12, 2010** to:

Mark Jacot  
Jangles Productions  
51 Parfield Drive  
Toronto, Ontario  
M2J 1C2

Should you have any questions please contact **by e-mail only**:

Mark Jacot,  
Jangles Productions  
([markjacot@jangles.ca](mailto:markjacot@jangles.ca))