

# TRAVEL ARRANGEMENTS

For those traveling by air or train and requiring hotel accommodations at the Metropolitan Hotel Toronto, please read the following carefully and if you have any questions contact [ynakamachi@mtsinaion.ca](mailto:ynakamachi@mtsinaion.ca) prior to booking your transportation

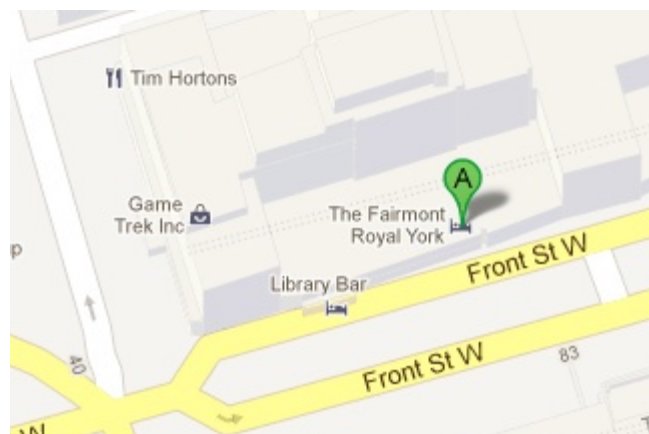
The CAHO ASP ARTIC Project will reimburse you for your travel expenses. Our organization follows the Broader Public Service procurement guidelines and we ask that you follow the guidelines outlined below when making transportation arrangements in order to be reimbursed.

Please note that we will not be reimbursing meal expenses as meals will be provided during the November 12 session.

- The type of travel selected should be the most practical and economical way to travel
- Economy (coach) class and the lowest fare is the standard option
- All claims must include submission of original receipts
- All claims must be received by November 30, 2012 to Yoshiko Nakamachi by mail
- If you have any concerns, please contact us prior to booking your transportation

## Travel by Plane

- It is recommended that you consider booking your flights through Porter Airlines, which flies from most cities in Ontario directly to Billy Bishop Toronto City Airport (YTZ) in downtown Toronto.
- Porter offers a complimentary ferry and shuttle service. The shuttle has a drop-off/pick-up location at the West entrance (on York Street) of the Fairmont Royal York Hotel which is a 15 - 20 minute walk to The Sydney & Florence Cooper Family Education Centre (60 Murray Street). The complementary shuttle runs every 15 minutes.



## Travel by Train

- VIA Rail economy class and the lowest fare is eligible for reimbursement. The main VIA Rail station is located at Union Station which is a short 15 - 20 minute walk to The Sydney & Florence Cooper Family Education Centre (60 Murray Street).

## Travel by Subway (TTC)

- From Union Station, take the Yonge-University-Spadina line to Queen's Park Station. One-way fare for the TTC costs \$3.00.

## Travel by Car

- Mileage can be claimed and will be reimbursed at the rate of \$0.45/km.
- Parking is also eligible to be claimed for a total amount of \$25 for the day. There are two parking lots located on Murray Street beside The Sydney & Florence Cooper Family Education Centre.

