

## 2024 EXPENSE GUIDELINES

### PEO VOLUNTEER SYMPOSIUM

**Chelsea Hotel**  
**33 Gerrard Street West**  
**Toronto, ON M5G 1Z4**

**November 28-30, 2024**

The expense reimbursement guidelines has been prepared in accordance with the PEO Expense Reimbursement Policy, accessible via the following link ([ExpenseReimbursementPolicy.pdf \(peo.on.ca\)](#)). In the event of any discrepancies between this document and the official policy, the provisions of the Expense Reimbursement Policy shall prevail.

#### **EXPENSES ELIGIBLE FOR REIMBURSEMENT**

**PEO Councillors, Committee Chairs and Vice-Chairs, Chapter Chairs and Vice Chairs (and alternate Chapter delegates), GLP representatives, and members of the Order of Honour Selection Committee (OSC)** are eligible to claim expenses as prescribed below.

To claim expenses, submit your receipts via Certify at <https://www.certify.com/>. Volunteers who require a Certiy account need to send an email to [peoapcertify@peo.on.ca](mailto:peoapcertify@peo.on.ca) with the name of their committee or chapter and copying their staff support. To speed up the process, please attach a void cheque and provide your PEO license number (if applicable). The Finance team will reach out to the volunteer within 3-5 business days with the next steps.

- 1. Travel** – Receipts necessary (mileage exempted) – Travel arrangements shall be made well ahead of time, using the most cost-effective mode of transportation:
  - Car travel: Return mileage from home to Chelsea Hotel will be reimbursed at the current rate of \$0.70/km. Appropriate parking and toll claims will be reimbursed when accompanied by original receipts.
  - Air travel: Economy airfare is the maximum amount payable. Travellers are encouraged to book flights as soon as possible, to minimize costs. Air travel cancellation insurance is also eligible for reimbursement when accompanied by original receipt.
  - Train or Bus travel: Travel by train or bus is permitted when it is the most economical way to travel.
  - Taxi, ridesharing, or bus fare between hotel and airport, train station, etc.
- 2. Accommodation** – Receipts necessary:

PEO will arrange accommodation at the Chelsea Hotel if requested in the event registration. PEO will be billed directly by the hotel at the PEO preferred rate (\$229) for eligible attendees. Delegates who stay at a different hotel will be reimbursed to a maximum of the rate above.

Delegates residing more than 50 km from the Chelsea Hotel are eligible to receive overnight accommodation:

<b>Council members attending all meetings and events during the Symposium</b> (November 28-30)	From Wednesday, November 27 to Saturday, November 30 (3 nights)
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<b>Order of Honour recipients and their guests</b>	From Friday, November 29 to Saturday, November 30 (1 night)
<b>Order of Honour Selection Committee (OSC)</b>	
<b>PEO volunteers attending the Symposium</b> (November 30)	

Delegates residing more than 200 km are also eligible to receive additional overnight accommodation for the Saturday night.

**3. Meals** – The following group meals will be provided by PEO to registered delegates:

<b>Thursday, November 28</b>	Breakfast, lunch, dinner
<b>Friday, November 29</b>	Breakfast and lunch Dinner (Order of Honour ceremony)
<b>Saturday, November 30</b>	Breakfast and lunch

Please note that meals on certain days are only available for specific guests (i.e., dinner on Friday). Meals eaten in lieu of event group meals are not eligible for reimbursement.

En route meal costs will be reimbursed **only when necessitated by travel schedule, where Delegates reside beyond a 100 km radius from the destination/ event** to a maximum of: Breakfast - \$25 / Lunch - \$35 / Dinner - \$55. Expense limits are per person and include tax and gratuities. When more than one meal is claimed for in a day, the maximum can be allocated between all reimbursable meals regardless of what is spent on each meal. **NOTE: itemized receipts for meals must be submitted for reimbursement.**

**4. Expense Submission Period**

**Expense claims must be submitted no later than January 15, 2025 to meet year-end deadlines.**

**For more information, please refer to PEO Expense Reimbursement Policy.**

**EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT**

- Laundry services
- Entertainment expenses, including in-room movies or games
- Spa charges
- Personal items; e.g., groceries, alcohol (except as part of a served meal), toiletries, medication, postage
- Bar bills, including hotel room mini-bar
- Parking or traffic infractions
- Professional services fees
- Pet care
- Home internet and telephone service
- Telephone, photocopy, paper and ink cartridge charges
- Computer equipment or peripherals
- Personal mobile telephone plans
- Insurance coverage (only air travel cancellation insurance is eligible for reimbursement when accompanied by original receipt)
- Transportation from alternative hotel to the event venues
- Video charge/charge for not having transponder etc.
- Airfare/air penalty for non-use of ticket